



MT. PROSPECT PARK DISTRICT

BOARD OF COMMISSIONERS

BOARD PACKET

FEBRUARY 10, 2021



MT. PROSPECT PARK DISTRICT

1000 W. CENTRAL ROAD

MOUNT PROSPECT, ILLINOIS 60056

MT. PROSPECT BOARD OF PARK COMMISSIONERS REGULAR MEETING SCHEDULE 2021

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 20, 2021

February 10, 2021

March 17, 2021

April 21, 2021

May 19, 2021

June 16, 2021

July 21, 2021

August 18, 2021

September 22, 2021

*October 20, 2021

*November 17, 2021

December 15, 2021

***Denotes start time at 6:30 p.m.**

Approved: 11-18-2020

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February 10, 2021

AGENDA

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- V. EXECUTIVE REPORT**



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

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

FROM: STEVE KURKA, PRESIDENT

DATE: FEBRUARY 5, 2021

RE: REGULAR PARK REMOTE BOARD MEETING
FEBRUARY 10, 2021 7:00 P.M.

To attend remotely, you may join the Zoom meeting:
<https://us02web.zoom.us/j/87029273367?pwd=VnRDVG11bks1aXpSNXZiNFE1SGR3dz09>

Meeting ID: 870 2927 3367
Passcode: 260535
Phone Number: +1 312 626 6799 US (Chicago)

AGENDA

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, January 20, 2021
- B. *Ratification of Accounts Payable, January 2021 Checks and EFT's in the amount of \$386,353.23
- C. *Ratification of Payroll, January 2021 Checks and Direct Deposits in the amount of \$223,891.26

APPROVAL OF MINUTES

*REGULAR BOARD MEETING: January 20, 2021

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

PUBLIC COMMENT

RECOGNITION

- A. Recognition of Friendship Park Conservatory Manager Barb Koch

APPROVAL ITEMS

- A. Lions Rec Center Water Main Replacement

FINANCIAL ADVISOR'S REPORT

UNFINISHED BUSINESS

- A. FY 2021 Budget Update / Discussion

RATIFICATION OF ACCOUNTS PAYABLE

*January 2021

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

RATIFICATION OF PAYROLL

*January 2021

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

ADJOURNMENT



CONSENT AGENDA

February 10, 2021

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.

This Month's Consent Agenda Items are as follows:

- A. Approval of Minutes: **REGULAR BOARD MEETING, January 20, 2021**
- B. Ratification of **Accounts Payable, January 2021** Checks and EFT's in the amount of **\$386,353.23**
- C. Ratification of **Payroll, January 2021** Checks and Direct Deposits in the amount of **\$223,891.26**

SUGGESTED MOTION (Requested by Chair)

-**Motion** "I move to approve the Consent Agenda as presented"

-**Second**

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

*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.

Remote Regular Board Meeting January 20, 2021

A Remote Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 20, 2021 as a remote call-in Regular Park Board Meeting.

President Kurka reads the following statement:

"As President of the Park Board and due to the recent changes to the Open Meetings Act, it falls upon me to make a determination as to the reason tonight's Park Board meeting is being held remotely and not "in-person". It is my determination that it is neither practical nor prudent to have tonight's Board meeting "in-person", my reasoning being the continuing pandemic and its attendant health risks as well as the current restrictions on gatherings imposed by the Gubernatorial Executive Orders and the existing health-related disaster declarations. For these reasons I have also concluded that it is also unfeasible to hold tonight's Board meeting on an in-person basis at the regular location for Board meetings, Central Community Center (CCC).

Therefore tonight's Board meeting is being held by remote virtual means, and specifically through the use of the audio capacities of the Zoom platform.

I wish to note for the record that I reasonably expect to make the same determination at the beginning of each subsequent remote-means meeting of the Park Board while the disaster declaration remains in effect. I invite any Commissioner who might instead wish to resume in-person Park Board meetings sooner than I am suggesting, to contact me between Board meetings to inform me of such.

Thank you.

Administrative Staff/Recreation Staff

Jim Jarog, Executive Director

Teri Wirkus, Executive Compliance Officer

Mary Kiaupa, Human Resource & Risk Manager

Ruth Yueill Director of Community Relations and Marketing

Brett Barcel, Director of Golf Operations

George Giese, Director of Administration

Nick Troy, Director of Recreation

Ann Zimmerman, Cultural Arts Manager

Mike Azzaretto, Aquatic & Fitness Manager

Linda Zalewski, Aquatics Coordinator

Joe Hoffman, IT Services/Registration Manager

Jon Zgoda, IT / Remote Meeting Moderator

Kevin O'Donnell, Athletic Coordinator

Brian Hecker, CCC Facility Coordinator

Anita Zvejnieks, RP Center Director

Nancy Prosser, Facility Manager

Ben Kutscheid, Park Planner

Unapproved Regular Minutes 1-20-2021

Matthew Dziubinski, Fleet Service Manager
Kristina Winans, Early Childhood Youth Coordinator
Darin Douglas, Golf Course Superintendent
Jeff Langguth, PGA Head Golf Professional

Professionals

Tom Hoffman, District Attorney
Lee Howard, CPA
Brad O’Sullivan, GAI

Visitors :

Jeff Gross

Call to Order

President Kurka called to order the Remote Regular Park Board Meeting of the Mt. Prospect Board of Commissioner on Wednesday, January 20, 2021 at 7 p.m.

Commissioner Starr calls Roll Call for the Board

On roll call, the following commissioners were remotely present:

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

Commissioner Starr led the Pledge of Allegiance.

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

None

APPROVAL OF AGENDA

Commissioner Klicka moved to approve the agenda; seconded by Commissioner Murphy.

Commissioner Starr called Roll Call Vote:

<u>Roll Call Vote</u>	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka	X		

Unapproved Regular Minutes 1-20-2021

Commissioner Doherty X
Commissioner Massie X
Commissioner Murphy X
Motion approved

APPROVAL OF CONSENT AGENDA

President Kurka asked for a motion for approval on the Consent Agenda as follows:

- *Approval of Minutes: Regular Board Meeting, December 16, 2020
- *Ratification of Accounts Payable, December 2020 Checks and EFT's in the amount of \$447,754.64 as listed on check register
- *Ratification of Payroll, December 2020 Checks and Direct Deposits in the amount of \$223,438.20
- *Purchase of one (1) new 2021 Ford F250 truck in the amount of \$34,060.00 (SPC Contract #178) from Currie Motors Frankfort, Inc.

MOTION

Commissioner Klicka moved to approve the Consent Agenda as presented; seconded by Commissioner Starr.

Commissioner Starr called Roll Call Vote:

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

Motion approved.

PUBLIC COMMENT

Jeffrey Gross explained he remotely attended the November Board Meeting to express his concern for the age categories of the Girls Softball League. He has talked with Kevin O'Donnell , Athletic Coordinator, his immediate concerns have been resolved with the age groups this year but still feels this is a concern for the program and his daughter next year. Mr. Gross stated Kevin is doing a good job but wanted to give the Board an update on the situation.

APPROVAL ITEMS

A. Mt. Prospect Golf Club Irrigation Pump Station Replacement

Darin Douglas, Golf Course Superintendent explained the current irrigation pump station was out of date and doesn't interface with the Toro Irrigation System. There was a public bid opening and the lowest qualified bid was from Midwest Irrigation, LLC for \$116,800.00.

Discussion: Commissioner Murphy asked for the completion date of the project and if the contracts have been drawn up yet. Mr. Douglas stated the completion date is April 24 and the contracts are ready to be sent out upon the Board's approval of the bid. Commissioner Starr asked the life expectancy of the new pump and it was stated between 13 and 20 years life expectancy depending on conditions.

MOTION

Commissioner Murphy moved to approve the bid received from Midwest Irrigation, LLC, for the Pump Station replacement at the Mt. Prospect Golf Club, in the amount of \$116,800.00; seconded by Commissioner Klicka

Commissioner Starr called Roll Call Vote:

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

Motion approved.

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Advisor, CPA-GAI reviewed the Financial Advisors Report stating that the golf course broke all records in 2020 with just under 1.9 million in gross revenue and helped the District survive the 2020 pandemic. He also reviewed the Recreation Fund year.

Mr. Howard discussed the "COVID version" of the 2021 budget reflecting operations during this pandemic situation and how that version will require continual adjustments to reflect changing conditions. He stated that the final version of the Budget will be presented to the Board for approval in March and reviewed the summary of all funds; the year- to- date departmental expenditures analysis, revenue and the District's key revenue facilities in the packet.

UNFINISHED BUSINESS

George Giese, Director of Administration explained how the budget is still going through significant changes as previously discussed. Revenues and expenses presented in the January budget reflect another COVID year with challenging restrictions on programming. Director Giese went on to review the step-by-step process being followed for the budget process, with the final budget to be presented in March for Board approval. He then gave several examples of ongoing changes to the budget that would impact future renditions of the budget, including brochure savings of \$68,000 between printing and postage. He commented that budget figures in February and March would trend more positively than the pessimistic look in January, with a significant deficit in the Recreation Fund.

Commissioner Kurka appreciated all the effort put into the budget and thanked Lee and staff for the additional meeting on Tuesday to preview and ask questions on the proposed budget.

Jim Jarog, Executive Director explained that while the current budget does accommodate the opening of both outdoor pools, Staff recommends only opening Meadows pool based on the challenges the district will most likely face in 2021 - both financial and operational. The Board and Staff discussed the outdoor pools, including programming options available at Meadows, 2020 limitations on wave pools, and hiring of lifeguards and staffing concerns following a one year closure. Ruth Yueill, Director of Marketing & Community Relations commented on the significant marketing opportunities at Meadows pool as well as her enthusiasm for announcing the return of Meadows to the community. Commissioner Doherty noted that based on the financial information in the budget packet, Big Surf appeared to be the less expensive option between the two pools and stated his belief that the community was large enough for two pools. He also referenced the projected ending fund balance of the Recreation Fund, which would end in a similar position as it was pre-COVID based on projections. Director Giese pointed out that while Big Surf may appear to be the less expensive option on paper, it also shares utilities with the Lions Recreation Center resulting in some utility expenses being absorbed within the Lions Rec Center and the General Fund accounts. In effect, this brings down expenses beyond what appears in the Big Surf budget. He also commented on the projected ending fund balance of the Recreation Fund, stating that while projected revenues are on the conservative end to protect the district in most areas, the golf course was still budgeted for another record year which may not happen if other recreational opportunities open up.

Commissioner Kurka suggested moving forward with Meadows Pool as discussed and assessing staffing concerns noted in the meeting, with the option of Big Surf possibly coming on line at a future date.

EXECUTIVE REPORT

Executive Director Jarog reviewed the following:

- A review of Staff's plan for programming during tier 2 mitigations with group practices, sport registration and class restrictions .
- Extended a standing invitation to Commissioner's to participate in Staff's weekly Budget meeting every Tuesday at the Central Community Center at 2pm.

- Lions Park Master Plan: FGM is working on updating a draft of the master plan and will share that update with the Board for their review once it is available. It is important to formulate a plan for the future of Lions Park to allow for future improvements to take place.

Public Comments:

None

COMMISSIONER COMMENTS/MATTERS FROM THE COMMISSIONERS

Commissioner Massie stated his concern with comments from patrons that they are going elsewhere because of the limited time slots and hours for our fitness centers. Director Troy explained they have and will be increasing hours at RecPlex in March with some Sunday hours. We also have seen some of the highest numbers since the start of this pandemic. Executive Director Jarog stated he will discuss further with staff at the Programming meeting tomorrow.

CLOSED SESSION

Commissioner Doherty moved to adjourn to Closed Session for the discussion of:
SECTION 2c (1): Personnel-To discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees of the Public Body;
SECTION 2c(21) Semi-Annual Review of Minutes seconded by Commissioner Massie at 8:48 pm.

Commissioner Starr called Roll Call Vote:

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

Motion approved.

Adjournment from Closed Session to take action, if any on matters discussed in Closed Session

Commissioner Kurka motion to adjourn from closed session at 9:32 pm and return to open session.

Commissioner Starr called Roll Call Vote:

<u>Roll Call Vote</u>	Aye	Nay	Absent
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Unapproved Regular Minutes 1-20-2021

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

Motion approved.

MOTION

Commissioner Starr moved to approve the content of the following Closed Session Minutes:
July 22,2020 Section 2c(5) Purchase or lease of Property and Section 2c(21)Semi-Annual Review of the Minutes; seconded by Commissioner Tenuta.

Commissioner Starr called Roll Call Vote:

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

Motion approved.

MOTION

Commissioner Starr moved that it hereby be determined and hereby be reported to the public that the Closed Session minutes of:
July 22, 2020 Section 2c(5) Purchase or lease of Property and Section 2c(21) Semi-Annual Review of the Minutes which no longer require confidential treatment and are available for public inspection and that as to all other closed session minutes or portions thereof not yet released for public inspection the need for confidentiality still exists in order to protect the privacy of an individual and/or the public interest; seconded by Commissioner Murphy.

Commissioner Starr called Roll Call Vote:

<u>Roll Call Vote</u>	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty	X		

Unapproved Regular Minutes 1-20-2021

Commissioner Massie X
Commissioner Murphy X
Motion approved.

ADJOURNMENT

Commissioner Klicka motioned to adjourn from the Regular Meeting; seconded by Commissioner Tenuta

Commissioner Starr called Roll Call Vote:

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

Motion approved.

Respectfully submitted,

William J. Starr, Secretary

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
January-21

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify January Accounts Payable Checks and EFT's in the amount of \$ 386,353.23 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
1/1-1/10/2021	\$	259,892.52	197223-197254	Checks
1/11-1/17/2021	\$	109,059.42	197255-197278	Checks
				<i>*197278 is a Check Reissue of #197141 from December</i>
1/18-1/24/2021	\$	11,642.97	197279-197286	Checks
1/25-1/31/2021	\$	5,758.32	197287-197297	Checks
TOTAL AP	\$	<u>386,353.23</u>	Checks and EFT's	

PAYROLL

Suggested Motion: I move to ratify January Payroll Checks and Direct Deposits in the amount of \$ 223,891.26 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
1/8/2021	\$	104,271.19	35224-35351	DD Notification
	\$	2,820.79	1025012716- 1025012719	Checks
			35352-35356	<i>Taxes, Transfers & Garnishments</i>
1/22/2021	\$	113,573.49	35357-35499	DD Notification
	\$	3,225.79	1025133095- 1025133098	Checks
			35500-35504	<i>Taxes, Transfers & Garnishments</i>
TOTAL P/R	\$	<u>223,891.26</u>	Checks and Direct Deposits	

**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 1/3/2021
Check Date 1/8/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	6,059	132	156,161	46	26
	Full Time	53			

Pay Period Ending 1/17/2021
Check Date 1/22/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	6,296	147	175,146	43	28
	Full Time	53			



MEMORANDUM

To: Mt. Prospect Park District Board of Commissioners

From: Nick Troy/Director of Recreation

Date: February 10, 2021

Re: **Recognition of Barbara Koch**

C: Jim Jarog / Executive Director

Barb Koch began her 30 year career at the Mt. Prospect Park District in November 1991. Barb was a part-time Pool Manager and Swim Lesson Instructor at RecPlex. In 1997, she joined the crew at the Mt. Prospect Golf Club growing plants and designing and maintaining flower beds throughout the course. Barb loved this role and to this day continues growing colorful plants for bridge boxes, planters and club house displays.

From 2005-2007, Barb was the Greenhouse Production Grower at Friendship Park Conservatory. In 2007, she was hired to fulfill the position of Assistant Conservatory Manager/Horticulturist. With a Bachelor of Arts in Therapeutic Recreation from George Williams College and a certificate in Horticulture from Harper College, Barb was a great fit within the structure of Friendship Park Conservatory.

On October 12, 2012, Barb was hired as the interim Friendship Park Conservatory Manager and offered the position of Conservatory Manager in 2013. With her extensive knowledge of “all things green” Barb has taken the Conservatory to the next level in growing plants, event planning and nature programming. The annual FPC Holiday Open House, one of the District’s most popular events, takes weeks of decorative preparation to delight the 2,000+ that come through the door each year.

Barb Koch has supported the Parks Foundation through her role as Friendship Park Conservatory Manager. The Conservatory has hosted multiple fundraising events including Cabaret Nights and the Pre-Plant Sale Fundraising Event on behalf of the Foundation. She is a willing participant in those special events and always made sure the Foundation had everything they needed for a successful fundraiser.

Barb has loved her tenure at the Mt. Prospect Park District and leaves behind a wonderful legacy of growth in many areas. She specifically notes her love of planting at the Golf Course and awaiting the arrival of the March plug orders which started the process of growing 20 to 25,000 plants annually in the greenhouse. Barb was a star employee from the start having received the Employee of the Year Award while working in Aquatics in 2001.

Barb feels lucky to have worked in multiple facilities in a variety of positions. Each job and location added new skills to her resume. She fondly recalls the wonderful people she has encountered along the way and the lasting friendships formed over the last 30 years.

The Mt. Prospect Park District Board of Commissioners, Leadership Team and staff thank Barb for her time, talent and dedication. We wish her and her family the very best in the years ahead. Adventure awaits!



MEMORANDUM

To: Board of Park Commissioners

From: Ben Kutscheid, Park Planner II

Date: February 10, 2021

Re: Lions Recreation Center Water Main Replacement

C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

The water service for the Lions Recreation Center and Big Surf pool was originally installed in 1960 as part of the construction of the previous Lions Memorial Pool. The existing water main is now 60 years old and has experienced numerous breaks and leaks over the past ten years. At this point it is well past its expected service life and is in need of replacement. The proposed water main replacement project would allow for reliable water service to the complex. This upgrade would also be a necessary first step towards possible future site development. The proposed scope of work includes selective site demolition, abandoning the existing water main, Installation of a new 6" water main and appropriate new valves and fittings. Staff explored several options and scenarios for the new water service and feels the options being brought forth for the Board's consideration are in the best interest of the District.

The following 3 alternates were included within the bid specifications:

- 1) Add to the contract to abandon the existing buried 3" cold water piping at the south side of the building and route a new 4" DIP cold water piping through interior of building and exterior to reconnect the pool side Locker Rooms to the new water service.**
- 2) Add to the contract to abandon the existing buried 3" cold water piping at the south side of building and route new 4" DIP cold water piping through the interior of building to reconnect the pool side Locker Rooms to the new water service.
- 3) Add to the contract an Automatic Control Valve ACV-1 (flood control valve) to the water service.**

If approved, construction would begin February 26, 2021, with an estimated completion date of April 30, 2021.

Bid packages for the Lions Park Recreation Center Water Main Replacement were distributed to Twenty-nine contractors. A public bid opening occurred on Thursday, January 28, 2021, with seven contractors submitting a bid. The lowest qualified bid was received from Katco Development, Inc. Katco is a local contractor with their office in Mount Prospect, IL. Katco is located one block East of Lions Park so they are within close proximity to the work site. References for Katco Development, Inc. were checked with all responses received indicating a favorable work history.

Bid summary is listed below:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt #1</u>	<u>Alt #2</u>	<u>Alt #3</u>
KATCO Development, Inc.	\$ 99,000.00	\$ 21,000.00	\$ 29,700.00	\$ 6,950.00
Martam Construction Inc.	\$ 101,920.00	\$ 50,375.00	\$ 49,125.00	\$ 9,625.00
LUC Group	\$ 134,370.00	\$ 53,190.00	\$ 54,230.00	\$ 5,300.00
H Linden and Sons	\$ 154,225.00	\$ 40,435.00	\$ 47,195.00	\$ 13,855.00
Acqua Contractors	\$ 165,000.00	\$ 45,000.00	\$ 45,000.00	\$ 8,000.00
Mauro Sewer Contractors	\$ 198,750.00	\$ 62,750.00	\$ 47,250.00	\$ 27,550.00
Apex Construction	\$ 290,000.00	\$ 16,155.00	\$ 15,880.00	\$ 10,000.00

BUDGET IMPACT

99-845114 Capital Funds Available:	\$76,668.00
70-845114 Capital Funds Available:	\$69,960.00
21-645000 Funds Budgeted:	<u>\$6,750.00</u>
Total Budgeted Funds Available:	\$153.378.00

DOCUMENTS ATTACHED

Eriksson Engineering Bid Recommendation Letter

RECOMMENDATION:

MOVE TO APPROVE THE BASE BID, WITH ALTERNATE 1 AND ALTERNATE 3 FOR THE LIONS PARK WATER MAIN REPLACEMENT AS SUBMITTED BY KATCO DEVELOPMENT, INC. IN THE AMOUNT OF \$126,950.00.

February 1, 2021



Mr. Jim Jarog
Executive Director
Mt. Prospect Park District
1000 W. Central Road
Mt. Prospect, IL 60056

Re: Lions Park Water Service Replacement
Mt. Prospect, IL

Dear Jim:

Eriksson Engineering Associates, Ltd. (EEA) has completed the contractor bid scope review as well as contacted two references in connection with Katco Development, Inc. and the bid that they submitted on January 28, 2021.

Please find attached the Contractor Bid/Scope Review that was conducted on January 29, 2021 with Karen Barba at Katco Development, Inc.

I also personally talked with Kevin Casey from the Village of Hoffman Estates as well as with Tim Haveat from NAI Hiffman about their experiences with Katco. Kevin stated that Katco was super responsive, was their go-to contractor for utility work, and that they just completed some emergency work for the Village of Hoffman Estates a couple of weeks ago. Tim stated that he has known Karen Barba and her company for over 15 years and believes they are very trustworthy. He said that they have a master services agreement with Katco for both plumbing and underground utility work. They are a pleasure to work with and are always the first contractor that we call.

Based on the information listed above, we recommend that Katco Development, Inc. be awarded the contract for the Lions Park Recreation Center Water Service Replacement.

If you have any questions, please don't hesitate to contact Jeff Geldmyer or myself.

Very truly yours,

ERIKSSON ENGINEERING ASSOCIATES, LTD.

A handwritten signature in black ink, appearing to read 'Michael J. Renner', is written over a light blue horizontal line.

Michael J. Renner, P.E.
Vice President



Financial Advisors Report

JANUARY FINANCIAL REPORT

Due to the timing of the Board meeting this month, the report for the month ended January 31, 2021 is not presented. All accounting processes continue as usual; however, three business days did not allow for a report by the publication deadline. All reports will resume next month.

2021 BUDGET UPDATE

The February budget update reflects adjustments to the proposed budget from the last “Covid Version”. The final version presented for approval next month will require further adjustment to reflect changes in operating conditions. Since the last meeting, based on current condition metrics, the Governor has announced an easing of restrictions to phase 4.

Schedule A outlines four adjustments to the proposed budget since the January 20 meeting. I will explain the net effect and relevance to overall District financial operations.

2021 POOL OPERATIONS

Although finances were an important consideration for the 2021 pool budget, they were not the most significant impediment to 2021 pool operations. A financial history of four non-covid years operations is included on Schedule B.



MEMORANDUM

To: Mt. Prospect Board of Commissioners

From: George Giese, Director of Administration

Date: February 10, 2021

Re: Proposed Budget – Fiscal Year 2021

C: Jim Jarog, Executive Director
Lee Howard, CPA, Accounting

SUMMARY & BACKGROUND:

In January, a modified COVID budget was presented to the Park Board based on information known to start 2021. Revenues and expenses were curtailed in many areas of the Park District to reflect another year with restrictions and mitigations in place. Updates have continued throughout January and into February, while mitigations have eased to some extent during this time frame. This will be a trend to watch as we move through February and into March, as eased restrictions could open up additional programming opportunities beyond our initial, conservative projections for recreation.

The budget is still not in its final form - that will come in March, when Park Board approval is requested. However, there have been several notable changes from the January version of the budget worth explaining tonight - including the latest employment changes, reductions in brochure expenses, and the removal of Big Surf Pool.

These changes were intended to reduce the deficit in the Recreation Fund from the -\$665,240 figure that was presented in January. As always, staff will continue to evaluate opportunities to refine the budget ahead of the March meeting. All changes will be incorporated into the final budget with the intent of providing as many recreational opportunities as possible in 2021, while protecting the District's financial health during uncertain times.

BUDGET TIMELINE: Continued from prior months

- **November Special Meeting** - Full Operations: Presentation of DRAFT B&A for full operations in 2021.
- **January/February Regular Meetings** - COVID Operations & Updates: Presentation of modified budget amounts - full appropriation to remain. Changes from the DRAFT B&A discussed.
 - The tentative B&A, as well as ongoing budget updates, have been made available for public inspection as required at least 30 days prior to requested passage at the March Regular Meeting.
- **March Regular Meeting** - Final Budget: Board of Commissioner approval requested of final B&A with modified budget amounts and full appropriation.

Mt. Prospect Park District

Recreation Fund

For the Year Ending December 31, 2021

February 10, 2021 Budget Update

	February UPDATE	January COVID	Actual Yr 12/31/2020	Actual Yr 12/31/2019	Increase (Decrease)
	Budget As of 2/10/2021	Budget As of 1/20/2021			
Beg. Fund Balance 1/01/20	1,879,666	1,879,666	1,273,529	949,157	
Residual Equity Transfer	-	-	500,000		
Revenue					
Tax Receipts	1,724,977	1,724,977	1,422,066	1,307,718	114,348
Rental	478,578	484,475	471,030	586,810	(115,780)
Passes/User Fees	405,041	415,897	393,000	856,554	(463,554)
Daily/User Fees	1,372,516	1,388,948	1,372,224	1,157,877	214,347
Program Fees	1,258,465	1,258,465	1,118,029	3,509,306	(2,391,277)
Concessions/Merchandise	53,834	53,834	52,048	152,395	(100,347)
Other	(54,650)	(54,650)	(23,967)	(75,332)	51,365
Total Revenue	<u>5,238,761</u>	<u>5,271,946</u>	<u>4,804,430</u>	<u>7,495,328</u>	<u>(2,690,898)</u>
% of Budget	<u>69%</u>	<u>69%</u>	<u>63%</u>	<u>96%</u>	<u>-36%</u>
Operating Expenditures					
Salaries & Wages FT	1,587,806	1,638,106	1,547,184	1,838,744	(291,560)
Salaries & Wages PT	1,558,068	1,656,146	1,090,991	2,342,596	(1,251,605)
Benefits	822,261	822,261	666,445	723,900	(57,455)
Services	508,695	549,389	435,218	756,671	(321,453)
Commodities	595,672	628,957	434,690	803,459	(368,769)
Concessions/Merchandise	43,733	40,633	39,144	86,169	(47,025)
Utilities	582,622	587,942	479,960	605,144	(125,184)
Other	13,752	13,752	4,661	14,273	(9,612)
Total Expenditures	<u>5,712,609</u>	<u>5,937,186</u>	<u>4,698,293</u>	<u>7,170,956</u>	<u>(2,472,663)</u>
% of Budget	<u>75%</u>	<u>78%</u>	<u>61%</u>	<u>94%</u>	<u>-34%</u>
Revenue Over(Under) Exp.	(473,848)	(665,240)	106,137	324,372	(218,235)
Ending Fund Balance	<u>1,405,818</u>	<u>1,214,426</u>	<u>1,879,666</u>	<u>1,273,529</u>	
Budget Updates Net:					
Staff Reduction	50,300				
Brochure Online	36,844				
Telephone	(9,000)				
One Outdoor Pool	113,248				
Total	<u>191,392</u>				

Mount Prospect Park District
BIG SURF POOL
 thru December

	2016	2017	2018	2019	Change From Prior Year
REVENUES:					
TUBE RENTAL	32,908	25,817	30,274	29,492	-3%
PASSES /USER FEES	45,205	52,340	54,488	54,314	0%
DAILY /USER FEES	73,574	76,151	82,120	85,474	4%
PROGRAM FEES					
CONCESSION SALES		171			
OTHER					
TOTAL REVENUE	151,687	154,479	166,882	169,280	1%
% of Budget	85%	86%	101%	100%	
EXPENDITURES:					
FULL TIME SALARIES	126,582	129,060	134,330	123,004	-8%
PART TIME SALARIES	81,317	81,437	73,344	80,667	10%
FRINGE BENEFITS	41,643	48,927	50,250	38,671	-23%
CONTRACTUAL SERVICES	3,212	1,575	2,831	3,221	14%
COMMODITIES	22,422	22,418	24,679	24,749	0%
UTILITIES	11,519	14,874	13,938	12,707	-9%
SALES TAX/OTHER		16			n/a
TOTAL EXPENDITURES	286,695	298,307	299,372	283,019	-5%
% of Budget	92%	94%	92%	87%	
REVENUE OVER(UNDER) EXP	(135,008)	(143,828)	(132,490)	(113,739)	
BUDGET REVENUE	178,500	178,800	165,896	168,500	
BUDGET EXPENSE	312,183	317,496	323,725	325,913	



Executive Director

2021

Board Report February

Upcoming Important Dates:

- February: Preschool Registration for 2021-2022 School Year begins
- Monday, February 15: Presidents Day Skate at Central Community Center
- Monday, February 22: "An Animal A Day," "Kactus Kids" classes at Friendship Park Conservatory
- Sunday, February 28: Baseball/Softball Player Evaluations, Prospect High School
- Monday, March 1: Fitness On Demand Begins, New Fitness Rates, Fitness Centers open Sundays
- Monday, March 1: New Kindergarten Kick-Start Class
- Tuesday, March 2: Friendship Park Conservatory Open Tuesdays, Thursdays, Saturday
- Sunday, March 7: Sunday Hours (8 am – Noon) begin at RecPlex and CCC
- Saturday, March 13: Spring Fling Easter Event at Friendship Park Conservatory
- Monday, March 22 – Friday, March 26: Spring Break

Budget Update - FY 2021:

The FY 2021 budget process is moving into its final phase of review. The budget updates reviewed with you this evening are just another step in that process. Over the next month, staff will continue to implement final adjustments to the budget in preparation for the Board's consideration at the March 17, 2021 Regular Board Meeting. Our FY 2021 Budget must be passed by March 31, 2021. The budget brought to the Board at the March 17th Board meeting will include staff's consideration of all current updates to the Governor's Restore Illinois Plan at that time. Staff has put forth their best efforts to present a sustainable budget based on all factors known to us as well as our best projections moving forward throughout 2021. I am confident that our Staff and Board have demonstrated exceptional due diligence to meet our financial obligation to our District.

Mt. Prospect Park District COVID update:

On February 2, 2021, Region 10 moved into Phase 4 of the state's Restore Illinois Plan. This allowed for meetings at 50% of capacity or 50 people, whichever is less. Most of the plan has remained the same as it was in Tier 1 of Phase 4.

Our District continues to require individuals to quarantine for 14 days if they are exposed to COVID-19. If an individual is waiting for a test result they are required to quarantine until they receive their test results. Additionally, if a person has been diagnosed with COVID-19, they are required to quarantine for at least 14 days. Masks are still required for our staff and participants in most programming.

The District strongly encourages our staff and patrons to receive the COVID-19 vaccination with approval from their healthcare provider, when they become eligible per the Illinois COVID-19 Vaccination Plan.



Below are some of the Phase 4 Guidelines which apply to our District's operations as listed on the Illinois Department of Commerce website as of February 2, 2021.

ALL INDUSTRIES

- All employees who can work from home should continue to do so
- Continue to wear face covering that covers nose and mouth, maintain social distance of 6 ft., and frequently wash hands
- Continue employee health screenings upon entry into the workplace and mid-shift screenings for employees with shifts >5 hours (virtual screening permitted)
- Follow guidelines on capacity limits and group sizes (to be continually reassessed throughout Phase 4)

HEALTH AND FITNESS

- Capacity limit of no more than 50% occupancy
- Group fitness classes of up to 50 people with at least 6 ft. social distancing between individuals permitted; multiple groups permitted given facilities have space to appropriately social distance and can limit interaction between groups
- Workout stations and equipment should be 6 ft. apart without barriers or 3 ft. apart with impermeable barriers in between
- For open gym spaces, have 1 employee per every 4,000 sq. ft. to monitor social distancing and sanitize equipment between use
- Sanitize equipment before and after each individual use and sanitize locker rooms and showers at least every hour
- Keep ancillary accommodations (e.g., saunas, hot tubs, steam rooms) closed, though childcare areas are permitted to reopen in line with DHFS child care guidelines

INDOOR/OUTDOOR RECREATION

- Reopening select indoor recreation facilities (e.g., bowling alleys, skating rinks); indoor playgrounds and trampoline parks should remain closed
- Indoor recreation to operate at lesser of 50 customers or 50% of facility capacity
- Outdoor recreation allowing group sizes of up to 50, and permitting multiple groups given facilities have space to appropriately social distance and can limit interaction between groups
- Activity stations should be spaced at least 6 ft. apart or limited in number to ensure social distancing
- Shared equipment should be disinfected before and after each use
- Clubhouses and other communal gathering places allowed to reopen
- Concessions permitted with restrictions

MEETINGS AND SOCIAL EVENTS

- Limit to the lesser of 50 people or 50% of room capacity
- Multiple groups may meet in the same facility if they are socially distanced and in separate rooms
- Groups should be static for the duration of meeting or event. If event includes multiple sessions, participants should remain in one room, and speakers/ presenters should rotate between rooms or be digitally displayed (e.g. projected, live streamed) in multiple rooms
- Dance floors should remain closed
- Food service should follow Restaurant and Bar guidelines



OFFICES

- Continue capacity limit of no more than 50% occupancy
- In-person meetings of up to 50 people with social distancing permitted
- Continue health screenings, though employers may screen employees via in-person conversation or questionnaire once at their workstation, or using virtual method

OUTDOOR SEATED SPECTATOR EVENTS

- Outdoor spectator events only; indoor spectator events not permitted at this time
- Tickets events with seating available for all customers permitted; general admission shows and/or events with standing room only are not permitted at this time
- Maximum of 20% of seating capacity for spectators
- Concessions permitted with restrictions

THEATERS AND PERFORMING ARTS

- Seated theaters, cinemas, and performing arts centers for ticketed events with seating available for all customers permitted; general admission shows and/or events with standing room only are not permitted at this time
- Indoor capacity limit of 50 people or less or 50% of space capacity (applies to each screening room); outdoor capacity limited to 20% of overall space capacity
- Patrons should wear face coverings over their nose and mouth, except while seated within a venue (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Concessions permitted with restrictions

YOUTH AND RECREATIONAL SPORTS

- Competitive gameplay and tournaments permitted for moderate and lower risk sports. Intra-team scrimmages for higher risk sports
- Limit of 50 spectators for events
- Sporting venues may host multiple groups of participants engaged in active exercise or gameplay provided the venue has space to appropriately social distance and can limit interaction between groups
- Concessions permitted with restrictions

Upcoming Board Meeting Reminder:

Regular Board Meeting - Wednesday, March 17, 2021 - 7 pm @ (TBD)



Golf Operations Report

News & Updates:

Permanent Tee Times: Registration for players to renew their weekend tee time for 2021 began on February 1st. All fees can be paid online, this will allow us to continue our reduced off season hours during the month of February as a cost saving measure and keep our employees and patrons safe from the virus. Anyone not able to pay online can set up a time with a staff member to pay over the phone.

Below is a comparison of the closest 45 18-hole public courses in the area and how we rank according to Golf Advisor, the world’s largest golf course review website:

<u>Rating:</u>	<u>Course:</u>	<u>Rating:</u>	<u>Course:</u>	<u>Rating:</u>	<u>Course:</u>
4.5 Stars	Mt. Prospect G.C.	4.2 Stars	Glenview	3.9 Stars	White Pines
4.5 Stars	Schaumburg	4.2 Stars	Chalet Hills	3.9 Stars	Glendale Lakes
4.5 Stars	Sunset Valley	4.2 Stars	Buffalo Grove	3.9 Stars	Kline Creek
4.5 Stars	Cantigny	4.2 Stars	Chevy Chase	3.9 Stars	Streamwood Oaks
4.4 Stars	Foxford Hills	4.2 Stars	Makray	3.8 Stars	Vernon Hills
4.4 Stars	Seven Bridges	4.1 Stars	Sugar Creek	3.6 Stars	Bonnie Dundee
4.3 Stars	Bloomington G.C.	4.1 Stars	Countryside	3.6 Stars	Meadowlark G.C.
4.3 Stars	Poplar Creek	4.1 Stars	Fox Run	3.6 Stars	Canal Shores
4.3 Stars	Palatine Hills	4.1 Stars	Wilmette	3.6 Stars	Water's Edge
4.3 Stars	Deerpath	4.1 Stars	Arlington Lakes	3.6 Stars	Indian Boundary
4.3 Stars	Sportsman's	4.0 Stars	Highland Woods	3.5 Stars	Old Orchard
4.3 Stars	St. Andrews	4.0 Stars	Arboretum	3.5 Stars	Winnetka
4.3 Stars	Willow Crest	4.0 Stars	Oak Meadows	3.3 Stars	Pine Meadow
4.2 Stars	Bartlett Hills	3.9 Stars	Lombard	3.1 Stars	Villa Olivia
4.2 Stars	Deerfield	3.9 Stars	Golf Club of Illinois	2.6 Stars	Glencoe Golf Club



February Recreation Division

Aquatics:

Mike Azzaretto, Aquatics & Fitness Manager and Linda Zalewski, Aquatics Coordinator

- Lap Swim was able to continue while utilizing our Lap Swim reservation system.
 - In January we served on average 82 patrons daily M-F and served 50 patrons on Saturday mornings from 8am-2pm.
- Tier 3 guidelines limited programming, but staff offered a second session of Sharks Lap Swim and Novice Private Swim Lessons. Both of which kept kids in the water and parents happy!
 - Novice Private Swim Lessons- The second session 1/4-1/21, was able to accommodate 8 swimmers with a net profit of \$260 (40%).
 - Sharks Lap Swim- Staff cut this session one week short to switch over to the Inner-Squad Team due to the mitigation guidelines changing and being able to accommodate more swimmers.
 - The second session 1/4-1/24, was able to accommodate 53 swimmers with a net profit of \$3,034 (33%)
- The Sharks Swim Team was able to start their Inner-Squad Swim Team on 1/25, just days following the release of the new tier information!
 - Currently has 79 swimmers enrolled across all age groups!

Athletics:

Kevin O'Donnell, Athletics Coordinator

- With our region entering Tier 1 of the COVID-19 mitigation, we have reached what we set out to be able to offer the participants of our Youth Basketball League: intrasquad scrimmages. Now players are getting what they signed up for and can compete in a game-like atmosphere within their teams, as opposed to only being allowed to practice. This was a great benefit for our program, and its 345 participants.
- Youth T-Ball, Baseball & Softball league registration began on January 1 and we currently have 272 total enrollments.
 - Marketing efforts, including providing local schools with our registration information, will continue to be made to encourage enrollment.
 - We will conduct our player evaluations for those divisions that require it on Sunday, February 28th at Prospect High School.
 - Teams will be formed in March and practices will begin early spring as the weather improves. Most of registration will take place in February and close to the deadline.
 - Advisory Committees continue to meet monthly.



- We have made changes to the Youth Spring Soccer League to further our relationship with our soccer affiliate, Green White S.C. Our goal is to further communicate that we have taken on their Girls Rec League, and will be offering it in conjunction with the Club. This allowed us to offer boys and girls leagues separately for the first time ever in our district. Registration is still very early for Soccer, and we expect enrollment numbers to increase in the coming weeks. Brian Hecker will be managing the program.
- Contractual groups are also benefiting from the Tier 1 COVID-19 mitigation. We Got Game classes at District 57 schools began on January 30th with a brief 4 week session due to the delayed start. We have set up another 4 week session to cover the gap period between Winter and Spring programming.

Cultural Arts:

Ann Zimmerman, Cultural Arts Manager

- DIY Art Studio kit sales are over 2,185 kits as of mid-January. We've completed 24 weeks of sales, an average of 91 kits per week. Please note that we skipped several weeks in July, August, September and November for various reasons. Included in these numbers are the weekly art kits, classes that transitioned to art kits, such as the Ornament Workshop along with all weekly and Holiday classes, as well as a few birthday parties that were take home kits.
- Art kits resumed the week of January 11 with lots of winter themes and Valentine's Day kits are available for 2 weeks starting January 25 for 3 different pickup dates.
- Art Studio Birthday parties are back and being sought out by families.
- Dance restarted January 25 for the winter term. We are most classes hybrid as some families are concerned about the virus and still wish to participate in this manner. A majority of the students are coming to the studios and are thrilled to be back.
- As of this writing, we have 440 students enrolled for Dance winter/spring term.
- Art Studio classes restarted Sunday, January 24 with Teddy Bear Tea and several weekly classes began January 25. Enrollment is near or at capacity for these classes.
- The two Valentine's Day classes at the Art Studio on Sunday, February 7 are near capacity.
- We are starting more adult programming at the Art Studio on February 10, Exploring Pastels and Oil Painting. We are looking to hire an Instructor and program an adult Watercolor Painting class in the near future.
- The Art Studio is contributing art project kits to the Spring Fling for March 13 along with some other goodies for the buckets.
- Ann attended IPRA Conference sessions January 28-January 30.



Early Childhood & Youth Programs:

Kristina Winans, Early Childhood & Youth Program Coordinator

- Remote Education Camp continues to be offered at RecPlex. Students in D59 started hybrid on Thursday, January 14, and D57 started on Tuesday, January 19. Full day care is available on the days the kids are not in school, but unfortunately there has not been a need for the program due to the hybrid in person programs. The school districts have also recently met to start planning for either more in person days, or longer days.
- The Off School Special scheduled on 1/18 did not run due to 0 participants enrolled.
- Play and Learn was able to start back in person once we were in Tier 2 on January 18. Parents were so excited to be able to send their little ones back to the program! We have 10 for MWF and 9 for T/TH. Some had originally dropped due to the month starting virtual.
- Preschool in your Living Room had 28 participants for the month of January.
- Contractual classes - The Rock n Kids classes were pushed one week to align with the mitigations. Unfortunately there were still 0 registered. There is another section scheduled to start in February so there is hope that section will run. One child was registered for their virtual class. Microscope Investigation Lab, offered by Computer Explorers, had 2 participants registered, but the other co-op park districts did not receive any registrations, so unfortunately that had to be canceled as well.
- Committee Meetings are being held virtually - Early Childhood & School Age/Day Camp
- The annual Easter Egg Hunt is being planned with the Conservatory staff. We met on January 13 to discuss the format. Staff is busy helping prep for the event.
- Kristina and Nick met again to discuss and restructure Preschool 2021-2022. Fees were discussed as well as a new format of class for the Fall.
- Kristina and Nick plan to meet with Ron O'Connor (D59 Assistant Superintendent of Business Services) to discuss the remainder of this current year as well as Kids Klub and the 2021-2022 school year.
- Kristina attended the virtual IPRA Conference 1/28-1/29

Facilities

Nancy Prosser, Facilities Manager, and Brian Hecker, Central Community Center Coordinator

- 1/18, pickleball started again according to tier 3 guidelines. Only 4 players can sign up per hour and signup is through Sign Up Genius.
 - 1/22 Pickleball returned to 22 players
- Racquetball Courts opened on 1/25
- CCC men's locker room vanity area was repainted
- CCC men's locker room lights converted to LED
- RecPlex Mechanical/Storage Rooms were painted and organized
- Facility Operations staff meeting was held 1/20 in the CCC Board Room. Staff had option of attending in person or by Google Meets, 6 were through google and 6 were in person



- Nancy and Brian participated with Virtual IMRF Conference meetings 1/28-29
- Chess Scholars resumed 1/24 with 5 registrations
- RoboThink resumed 1/26 with 3 registrations
- Kindermusik resumed 1/29 with 6 registrations
- Basketball rentals were available for skills/drills and shoot arounds until 1/23. As Tier 1 returned. Scrimmages are allowed for Basketball rentals up to 15.
- Staff called former renters to make them aware of the updated mitigations and we are booking rentals.
- Staff is working with marketing - room rentals for remote working or learning

<u>CCC</u>	TOTAL RENTALS
JANUARY-2021	GYM/ROOM:52 <u>RINK:11</u> 63
JULY-2020	GYM/ROOM: 3 <u>RINK:10</u> 13
AUGUST-2020	GYM/ROOM: 9 <u>RINK: 10</u> 19
SEPTEMBER-2020	GYM/ROOM: 14 <u>RINK: 7</u> 21
October -2020	GYM/ROOM: 13 <u>RINK: 17</u> 30
November-2020	GYM/ROOM: 9 <u>RINK: 17</u> 26
December-2020	GYM/ROOM: 9 <u>RINK: 6</u> 15



<u>REC PLEX</u>	
JANUARY-2021	Gym-46
JULY-2020	Gym-8
AUGUST-2020	Gym-11
SEPTEMBER-2020	Gym-17
OCTOBER-2020	Gym- 26
NOVEMBER -2020	Gym- 5
DECEMBER-2020	Gym-11

Fitness:

Mike Azzaretto, Aquatics & Fitness Manager

- Region 10 moved to tier 2 and now tier 1 in the matter of 1-week. This has been great news as the fitness centers are able to increase their capacity, bring in-person indoor group exercise classes back, as well as open CCC locker rooms (RPX locker rooms stayed open due to the indoor pool).
- In-person group exercise classes began on January 25th. We decided to offer a 5-week registration only session while keeping memberships frozen. This will make it easier for the transition to the new membership structure on March 1st. Eight out of ten classes successfully ran. The District also offered popular classes in Zoom format as well for a hybrid model to capture as many patrons as possible. Instructors have done a wonderful job managing in-person participants in addition to virtual ones simultaneously.
 - Accommodated a total of 62 participants for a net profit of \$878.16 (43%).
- Both Schwinn Airdyne bikes at RecPlex needed repairs, and due to the cost of the repairs, age of the equipment, and low usage, staff decided against repairing them. Instead, the District purchased one new Rogue Echo bike to replace both bikes. This new technology air bike is on a belt instead of a chain which requires no maintenance. Reviews have been positive!
- A total of 716 memberships were sold in the month of January with 71 memberships returned.
- RecPlex Fitness Center averaged 177 visits per day in January while Central Community Center Fitness averaged 58 visits per day.
- Personal Training and Massage combined for \$4,007 in sales in the month of January. This is a 46% increase from December. Massage does not require a doctor's note anymore which has increased packages sold.



Friendship Park Conservatory:

Barb Koch, FPC Manager

- The rental department continues to field calls about availability. Currently, there are 7 dates booked that include: showers, a memorial, a graduation and a birthday. The first is scheduled for April.
- FPC is slated to reopen to the public on Tuesday, March 2nd. Once again, hours will be limited to Tuesdays and Thursdays from 1-5pm and Saturdays from 11-3. The building will be open for classes and rentals as needed.
- Easter Lilies are already about 6" tall and right on schedule for Easter.
- Plant orders have been submitted and are being confirmed by growers as they check their availability. The first plant order is scheduled to arrive the 1st week in March. Dahlia tubers will be ordered, as well. The majority of them will be for the plant sale, but several of each variety will be planted in FPC's dahlia display garden.
- Volunteers are once again back in the greenhouse.
- Studio artists have returned to FPC to work on their pastel and watercolor pieces. They enjoy being here and having the opportunity to visit with their artsy friends, while painting/drawing.
- Central States Dahlia Society and Chris Pesche of Pesches's Flowers in Des Plaines will be renting space in the Greenhouse starting in March. This creates significant revenue for MPPD between March and May for unused space in the greenhouse.



Administration & Human Resources Report

News & Updates:

- As an annual reminder, the Park District submits a yearly roster to Cook County for Economic Statement of Interest Filings. This roster was assembled and submitted for 2020, and it includes Commissioners and staff with managerial authority. The County typically sends invites to complete the filings in March.
- Year-End Statistics for MPPD - The Park District has completed several year-end processes for 2020, including:
 - # of W2's Issued (payroll): 485
 - # of 1099's Issued (to applicable accounts payable vendors): 46
 - # of 1095-C's Issued (as required by the Affordable Care Act): 69
- Big Surf Utility Follow-up from January Meeting: Following pool discussions at the January Board Meeting, staff analyzed meters and codings for Big Surf Pool and determined strategies to tease out meaningful utility data from lines shared with Lions Recreation Center, with the intent of including these findings in the final budget. While Big Surf is being discussed in 2021, this exercise will better inform future budgets with accurate cost information for the site overall.

H.R. by the Numbers: January 2021

New-Hires:	2
Payroll Changes (to update or change employment status, pay-rate, or job-class):	19
Criminal Background Checks (including new-hires, volunteers and coaches):	25
Workers' Compensation (new and open claims):	1
Unemployment Claims (new claims):	23



Parks & Planning Division

Administrative Updates:

- Matt Dziubinski has accepted the position of Superintendent of Parks and Planning.
- Contract documents for the Irrigation Upgrades at the Golf Course have been executed. Shop drawings have been approved and the equipment has been ordered.
- The bid opening for the Lions Rec Center water main replacement is complete. Seven bids were received, with the low bid from Katco Development. Katco's offices are located across the street from Lions Park in Mount Prospect.

Buildings Department Updates:

- Installed new security cameras at CCC.
- Installed new floor in massage room at RP.
- Installed new security cameras at GC.
- Repaired AHU at RP.
- Repaired faucet on slop sink in fleet area at WCMF.
- Repaired roof/shingles at Green and White facility.

Fleet Services Department Updates:

- Replaced snowplow foot on truck #8 plow, inspected vehicle.
- Created route, prepared, and delivered tractor and hay wagon for FPC Holiday event.
- Repaired exhaust leak on truck #14. Installed salt spreader.
- Replaced parking brake cables on truck #33.
- Repaired wiring harness on Skyjack 4626 lift. Replaced ignition switch.
- Prepared new truck #24 for service and prepared old truck #24 for sale.

Grounds Department Updates:

- Lions west baseball infield work
- Fill potholes at Lions, Recplex, and Friendship lots
- Tree trimming and chipping at various parks
- Snow removal at facility lots, entrances, and park sidewalks
- Install GC ice rink boards only
- Decorate facilities for the holiday season

Internal Work Orders Completed (All Parks and Planning Departments):

At the time of this report, there have been approximately **22** internal work order requests submitted YTD to the Parks and Planning division for completion in 2021.



Community Relations & Marketing

“SHARE” THE LOVE

In January and February, Community Relations & Marketing carefully reviews the past year with an eye on the analytics of the website, brochure and social media engagement. Although 2020 was a year like no other, the District grew its engagement on multiple levels.

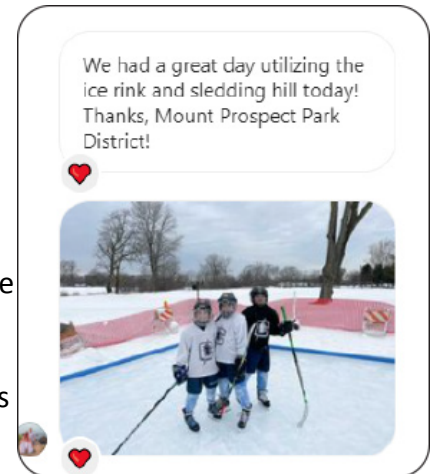
Website traffic increased dramatically from 2019 to 2020 with patrons utilizing mppd.org to review the seasonal program guide, reserve space for activities including lap swim, concert circles, pickleball or group fitness. Patrons were also driven to the website to register for “pandemic” programming such as DIY art kits and the first online FPC plant sale. The largest channels driving traffic to our website were Google and Facebook. The analytics offer proof of the incredible increase in web views. **The total views for 2019 were 135,605 while the views for 2020 were 233,738.**

With an active Instagram account but Facebook directly driving traffic to the website, we definitely felt the love! From the comfort of their homes, perhaps patrons felt a desire to be connected to the community on multiple levels. Contact Us and the Marketing team received an enormous amount of supporting comments for the District thanking the staff for new programming offerings, safe operations, creative interpretations of existing programs and a strategic decision to focus on the parks and outdoor options for all residents.

There is no indication that the bond between our website and social media and the District residents is likely to change. For those who were not tech savvy, many have made the leap. **Web page views are up 79% in January 2021 compared to an already high number of views in December 2020.**

The seasonal brochure views have grown or remained steady since fall 2020. The winter brochure views totaled over 15,000 compared to 10,000 for our first online effort in early summer 2020. Summer/early fall had the most views with over 25,000. Patrons are linking e-blasts, the monthly e-newsletter and social media posts into one continuous circle of information with most ending up at the website to find answers to their questions. This is the primary goal of a marketing team in the age of technology. It is exciting to see this level of progress in a year of great challenge. We will continue to build from here.

Engagement is everywhere. The opening of the Golf Club ice rink brought tremendous response and a great expression of gratitude for the effort. Families line the snow hills at Clearwater and all want to say thanks for maintaining our parks. 2020 brought more emails of support and appreciation than any in my tenure. CR&M plans to continue pushing the “electronic” connection to our patrons while benefiting from the tightening of the information circle.



FEBRUARY 2021

Community Relations & Marketing

**New Classes and Programs Start Next Week
Register Today!**

Targeted Email Results

Winter Registration Update

Open Rate 25%

Click Rate 17%

Valentine's Day DIY Art Kit

Open Rate 27%

Click Rate 3%

Membership Update

Maximize Your Membership

Open Rate 48%

Click Rate 14%

DANCE CLASSES



In-Person & Virtual Options:
Princess Ballerinas and
Kindergarten Combo,
Ballet, Jazz, Tap, Hip Hop
Adult Classes - Ballet & Hip Hop

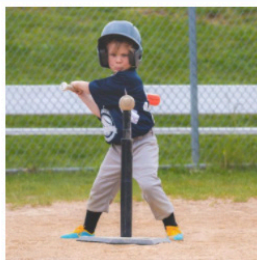
[REGISTER NOW](#)

GROUP FITNESS CLASSES

- In-Person Classes
- 5 Week Session
- 9 different classes to choose from including WERQ and POUND

[Click here for the schedule & to register](#)

Registration Underway for Spring Youth Sports Leagues



TEE BALL, BASEBALL & GIRLS SOFTBALL

February 28 - Player Evaluations
Early April - Team Assignments
Mid April - Practices
Early May - Games Begin

[REGISTER NOW](#)



SPRING SOCCER

Weekday practices begin in March.
Official season runs April 25-June 13.
Boys games on Sundays and Girls
games on Saturdays.

[REGISTER NOW](#)

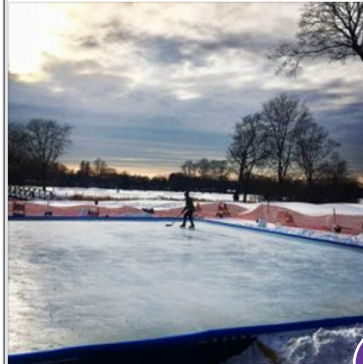
EMAIL



Mt. Prospect Park District is at Mt. Prospect Golf Club.

January 29 at 2:40 PM · Mount Prospect · 🌐

Welcome to the weekend! The Golf Club ice rink is ready for skating. Rules are posted and hockey is allowed when no individual/family skaters are present. Say hello to our Woodland Friends who came from various parks to join the skating FUN! #mpparkdistrict #outdooricerink #midwestwinter #letitsnow #iceskating #chillytemps #winterfamilyfun



👍❤️ 27

👍 Like

💬 Comment

➦ Share

Most Engaging Social Media Posts

Outdoor Ice Rink Opening Weekend

Waiting for Ice Rink to Open and Ice Rink Updates

Spring Baseball/Softball Registration

Sledding at Clearwater

Teddy Bear Valentine's at The Art Studio

Ground Crew Snow Removal



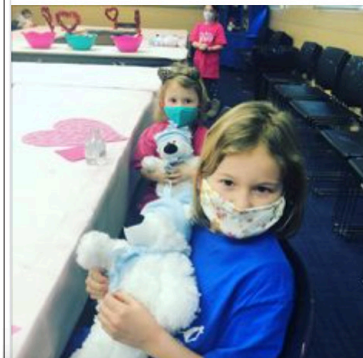
Mt. Prospect Park District

January 30 at 12:49 PM · 🌐

A lovely day at The Art Studio celebrating Valentine's Day with a Teddy Bear party.

There's more crafty love to share with Be My Valentine Workshops next weekend. Prefer to craft at home? Order a Valentine's Day DIY Art Kit.

❤️ Details on classes and kits can be found at mppd.org ❤️...
[See More](#)



SOCIAL MEDIA

FEBRUARY 2021

Community Relations & Marketing

search the site... Register Now Job Opportunities

ATHLETICS & FITNESS GET INVOLVED PARK DISTRICT INFO PARKS & FACILITIES PROGRAMS & EVENTS REGISTRATION

Baseball & Softball

Spring/Summer League 2021
Registration is underway.

Player Evaluations for Bronco, Pony, and Girls Softball Sunday, February 28th at the Prospect High School Field details will be provided at a later date.

- Team assignments posted in early April
- Practices begin in mid to late April
- Games begin in early to mid May

Baseball Registration

League	Fee	Reg Cod
Wee Tee <i>Boys & Girls Age 5 as of August 31, 2021</i>	\$105/115	4061
Tee Ball <i>Boys & Girls Kindergarten</i>	\$160/170	40664
Rookie (Boys & Girls Grade 1)	\$160/170	40663
Bronco B (Grade 2)	\$190/200	40661
Bronco A (Grade 3)	\$190/200	40660

OUR E-NEWSLETTER

Page views to our website are up 79% over the last month

Most viewed pages:

- RecPlex Pool
- RecPlex
- Central Community Center
- Outdoor Ice Rink
- Baseball/Softball
- Group Fitness
- Know Before You Go
- Fitness Centers
- Pickleball

WEBSITE

Winter Program Registration Underway!

Winter classes for the whole family!

mppd.org

Total Winter Brochure Views 15,405

BROCHURE



SKATE AT YOUR OWN RISK

MASKS REQUIRED

NO HOCKEY IF RINK IS OCCUPIED BY INDIVIDUAL SKATERS

FOR A FULL LIST OF RULES VISIT mppd.org

ICE RINK



CANINE COMMONS



SLEDDING AT CLEARWATER