



# **MT. PROSPECT PARK DISTRICT**

**1000 W. Central Road**

**Mount Prospect, Illinois 60056**

## **MT. PROSPECT BOARD OF PARK COMMISSIONERS**

### **BOARD PACKET**

**July 21, 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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## **REGULAR BOARD MEETING**

**July 21, 2021**

### **AGENDA**

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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: July 16, 2021

RE: REGULAR PARK BOARD MEETING  
July 21, 2021 at 7 pm

The meeting is open to the public wishing to attend in person; those who attend are strongly encouraged to socially-distance and to wear a face covering if not fully vaccinated.; however, those who wish to attend remotely may do so via the Zoom platform using this dial-in:

Join Zoom Meeting

<https://us02web.zoom.us/j/89028961213?pwd=L0EvR1FycGN4cUNpK01ucEVOSU85UT09>

Meeting ID: 890 2896 1213

Passcode: 991346

Phone Number: +1 312 626 6799

#### A G E N D A

#### 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: Remote Regular Board Meeting, June 16, 2021
- B. \*Ratification of Accounts Payable June 2021 In The Amount of \$402,276.16
- C. \*Ratification of Payroll June 2021 In The Amount of \$341,853.82
- D. \*Approval of the purchase of a 2021 Toro Greensmaster TriFlex 3300 in the amount of \$38,148.31 (Sourcewell Contract # 062117-TTC) from Reinders, Inc.

### APPROVAL OF MINUTES

\*REGULAR REMOTE BOARD MEETING: June 16, 2021

**\*PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**

### PUBLIC COMMENT

### PARKS FOUNDATION

- A. Presentation of Scholarship Recipients

### ADOPTION ITEM

- A. Ordinance # 798- AN ORDINANCE AUTHORIZING AND DIRECTING THE DESTRUCTION OF VERBATIM AUDIO RECORDINGS OF CERTAIN CLOSED SESSION MEETINGS OF THE BOARD OF PARK COMMISSIONERS OF THE MT. PROSPECT PARK DISTRICT

### APPROVAL ITEMS

- A. Recommendation to Revise Mt. Prospect Park District Personnel Policy Manual
  - B. ComEd pathway Improvements - Algonquin Road to I-90
  - C. \*Approval of the purchase of a 2021 Toro Greensmaster TriFlex 3300
- \*PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**



#### UNFINISHED BUSINESS

- A. Proposed Friendship Park Grant Project Update / Gathering Space Revenue Opportunities

#### FINANCIAL ADVISOR'S REPORT

#### RATIFICATION OF ACCOUNTS PAYABLE

\*June 2021

**\*PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**

#### RATIFICATION OF PAYROLL

\*June 2021

**\*PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**

#### EXECUTIVE REPORT

#### PUBLIC COMMENT

#### COMMENTS/MATTERS FROM COMMISSIONERS

#### ADJOURNMENT TO CLOSED SESSION

#### CLOSED SESSION

SECTION 2(c) (21): Discussion of Minutes of Meetings Lawfully Closed Under this Act, whether for Purposes of Approval of the Body of Minutes of Semi-Annual Review of the Minutes as Mandated by Section 2.06.

Section 2(c) (1): Personnel-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees of the public body.

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

- A. To Approve certain closed session minutes and to release to the public record closed session minutes, if any as the Park Board deems appropriate.

#### ADJOURNMENT



# CONSENT AGENDA

JULY 21, 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 the Regular Board Meeting Minutes for June 16, 2021
- B. Ratification of Accounts Payable for June 2021 in the Amount of \$402,276.16
- C. Ratification of Payroll for June 2021 in the Amount of \$341,853.82
- D. Approval of the purchase of a 2021 Toro Greensmaster TriFlex 3300 in the amount of \$38,148.31 (Sourcewell Contract # 062117-TTC) from Reinders, Inc.

## 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), I.E. "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.

Unapproved

## Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, June 16, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 7:00 p.m.

### Commissioner Starr calls Roll Call for the Board

On roll call, the following commissioners were present:

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

### Administrative Staff/Recreation Staff-Present or Remote

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  
Nancy Prosser, Facility Manager  
Ben Kutscheid, Park Planner  
Matthew Dziubinski, Superintendent of Parks & Planning  
Kristina Winans, Early Childhood Youth Coordinator  
Jeff Langguth, PGA Head Professional  
Debra Cromie, Pro Shop Office Manager

## Unapproved Regular Board Minutes 6-16--21

Brad Wessel, Youth Athletic Coordinator

Jon Zgoda, IT Professional/ Remote Meeting Moderator

### Professionals Present or Remote

Tom Hoffman, District Attorney

Lee Howard, CPA

Anthony Cervini, Sikich LLP

### Visitors :

None

### PLEDGE OF ALLEGIANCE

Commissioner Massie led the Pledge of Allegiance

### CHANGES OR ADDITIONS TO AGENDA

President Kurka added the Closed Session 2c(12) for the purpose of discussing review or discussion of claims, loss or risk management information, records, data, advice or communications.

### Commissioner Starr calls Roll Call Vote:

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

### APPROVAL OF CONSENT AGENDA

President Kurka stated 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 Regular Board Meeting Minutes for May 19, 2021
- B. Ratification of Accounts Payable for May 2021 in the Amount of \$770,562.80

## Unapproved Regular Board Minutes 6-16--21

- C. Ratification of Payroll for May 2021 in the Amount of \$272,941.48
- D. Annual Appointment of Member Representative to NWSRA (Executive Director Jim Jarog as Primary and Nick Troy, Director of Recreation as an Alternate Representative)

### **MOTION**

Commissioner Massie motioned to approve the consent agenda as presented; seconded by Commissioner Klicka:

### **Commissioner Starr called Roll Call Vote:**

<b><u>Roll Call</u></b>	<b>Present</b>	<b>Absent</b>	<b>Remote</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

### **RECOGNITION**

A. Recognition of Friendship Park Conservatory Center Director Chris Merkel  
Chris Merkel joined the Mt. Prospect Park District in 2000 as a receptionist at the Central Community Center. She quickly took on additional responsibilities as a Center Director. In 2014, Chris settled into the Center Director role at Friendship Park Conservatory having worked at Central Community Center and RecPlex in previous years. As Center Director, Chris was great with our customers and ALWAYS did her best to provide excellent customer service and follow through by relaying customer concerns and accolades to our staff.

During her 21 year career, Chris's diverse skill set has benefited the District tremendously on multiple levels. She is extremely well organized and professional. During her tenure, both staff and patrons have relied greatly on her knowledge and follow-through. Chris has trained countless coworkers and has always taken that responsibility seriously. She was always a friendly, smiling face to our customers. Chris's creative talents are well known throughout the Mt. Prospect Park District. She has sewn, glued and sequined countless costumes for the Mount Prospect School of Classical Ballet and Studio Impulse. She has adorned many events with colorful, large scale cardboard creations for Mardi Gras, Holiday

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Open House, Spring Fling and more. Her Friendship Park Conservatory board creations have added visual presence and marketing impact to programs and events.

Chris is one of those special employees who has willingly accepted all responsibilities she has been asked to take on. She is a true team player. This has been proven most recently by her willingness to step in and teach nature programming at the Friendship Park Conservatory.

Chris, the Mt. Prospect Park District will miss your dedication and creative touch. The Park Board of Commissioners, Leadership Team and staff thank you for sharing your many talents and for your dedication to District patrons. We all wish you well in your next chapter!

#### B. Recognition of Mt. Prospect Golf Club Employee Serafin Figueroa

Serafin Figueroa joined the Mt. Prospect Park District in March of 1990 as a member of the Golf Course grounds crew. After a short period of time, Serafin was hired for the clubhouse custodial position.

Serafin inherited a very old clubhouse (1929) in need of constant attention. Despite all of its structural problems, he made sure it was always clean. He taught by example what it means to take pride in your work. When the new building was complete, it was a dream come true for everyone except Serafin. Serafin found himself without roofs to patch, walls to paint and electrical outlets to fix. Serafin reluctantly accepted the new facility and made it his new home, quickly setting up his repair shop in the basement and doing his best to keep it clean and pristine.

Serafin is the embodiment of the model employee. In his decades of service, he was never late; always performed above and beyond his duties and did it all with a positive attitude. Our golf course team is amazed at his remarkable physical abilities. Serafin carries 100 pound tables over his head with endless energy and climbs a ladder like an acrobat. Some of his feats would quickly tire many of our youngest employees and he is 70 years old!

Serafin has been married for 33 years and has four children, eleven grandchildren and one great grandchild. He became a US citizen in 2000. His lifetime of hard work has served to support his family including his grandchildren. We are moved by the sacrifices he made to benefit his family and their children. The Mt. Prospect Park District and Golf Club have benefitted as well. Serafin reminds us that what we do here is more than just a job.

The Golf team has never heard him speak ill of anyone. He has meant the world to our staff, golf course patrons and park district. Serafin will be deeply missed by all who had the pleasure of knowing him. We say goodbye to a trusted co-worker and good friend.

The Mt. Prospect Park District Board of Commissioners, Leadership Team, Golf and District staff thank Serafin for his time, talent and dedication. We wish him and his family the very best in the years ahead. Enjoy this much deserved retirement!

### **APPROVAL ITEMS**

A. Acceptance of the Annual Financial Report-FY 2020

Lee Howard CPA, Financial Advisor, introduced Anthony Cervini from Sikich LLP.

Mr. Cervini commended Mt. Prospect Park District for going above and beyond with the preparation of the Annual Financial Report and receiving the Certificate of Achievement. Mr. Cervini reviewed the Annual Financial Report booklet page by page with the Board.

Mr. Howard thanked Mr. Cervini and the audit team for all their help.

Discussion: There were no questions or discussion on the Annual Financial report.

### **MOTION**

Commissioner Starr moved to accept the Fiscal Year 2020 Annual Financial Report; seconded by Commissioner Massie.

### **Commissioner Starr called Roll Call Vote:**

<b><u>Roll Call</u></b>	<b>Present</b>	<b>Absent</b>	<b>Remote</b>
Commissioner Kurka	X		
Commissioner Tenuta		X	
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty		X	
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed			

### **NEW BUSINESS**

A. Tax Levy Rate Objection Complaints

Thomas Hoffman, District's Attorney informed the Board of recently commenced litigation in which the Park District and 475 other Cook County governmental bodies have been named as defendants and how every 8-9 years such litigation emerges in the form of Tax Levy Rate Objection complaints filed against the levies of governmental bodies. Mr. Hoffman went on to explain the process and as in the past, he will represent the District and bring his recommendations to the Park Board at the appropriate time.



**B. OSLAD Grant Opportunity 2021**

Ben Kutscheid, Park Planner II, summarized and gave a little background on grant opportunities -OSLAD (Open Space Land Acquisition and Development) through the Illinois Department of Natural Resources (INDR) that has become available to the Mt. Prospect Park District. He explained the OSLAD grant program is a matching grant with State Funding up to \$400,000 per project. Mr. Kutscheid also explained we have had two verbal offers of donating funds. Given this news, staff feels that the OSLAD opportunity exists at Friendship Park. Project work may include the following:

- Refurbished pedestrian pathways and looping of path system
- Resurfacing of main Parking Lot that serves the Park and Conservatory overflow parking
- New 250 person event tent pad and electric service next to the Conservatory
- New Fitness Stations along walking path
- New shelter installed near the playground
- Refresh and enhance memorial gardens
- Resurface the existing park tennis courts
- New tables and benches throughout the Park
- New landscape planting of trees
- Other miscellaneous associated work to be determined

Staff has developed a preliminary construction budget estimate of \$1,150,000 with approximately \$350,000 funded from the Park District's ADA Fund, \$400,000 funded from the OSLAD Grant Program and \$400,000 funded from a combination of District capital and possible outside donations. At this time donations have been promised in the amount of \$112,500. Letters of written financial commitment are being requested prior to the July 21, 2021 Board Meeting.

**FINANCIAL ADVISOR'S REPORT**

Lee Howard, District CPA, reviewed the May financial statements highlighting the following areas:

- Comparative Results: When comparing the first five months of operations of 2021 to 2020 it is important to keep in mind that January, February and half of March 2020 were non-Covid or normal months.
- Property Taxes: Tax collections through May 31 return to normal after the extended late payment date passes.
- Golf: This month's report shows golf revenues \$183,456 over the budget plan for the 1<sup>st</sup> 5 months. Expenditures are \$87,902 under budget for a net that is \$271,358 better than our budget plan through May.
- Pools: Meadows offers pool passes with a \$29,150 result and doubles swim lesson revenue in May to \$26,936 or 269% of plan. Recplex indoor pool reaches 94% of 2021 planned revenue.
- RecPlex: Building Rentals, and Facility & Fitness Passes complete the first five months with 80% of planned total revenue for 2021.
- Programs: Summer Camp Registration exceeds the annual budget by 4.8 times or 482% of plan. Youth Athletic Programs & Leagues hit 100% of the 2021 budget at the end of May.

## **UNFINISHED BUSINESS**

### **A. 2021 Annual Strategic Plan Update**

Executive Director Jarog and Ruth Yueill , Director of Community Relations and Marketing introduced the representatives from each of the four district committees. They first explained the huge efforts associated with the Covid pandemic, and how staff were actually checking off the Strategic boxes. After all the updates were gathered and reviewed, this challenging year was also one of tremendous growth. The District committee representatives that presented were IT Committee-Joe Hoffman and Jon Zgoda, followed by Employee Committee and Co-Chair Teri Wirkus, and Customer Service Committee member, Nancy Prosser and finally Safety Committee member, Bob Smith.

### **ADJOURNMENT SINE DIE 8:23 pm**

President Kurka moved to adjourn *sine die* for the purpose of holding the 2021 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 Board of Commissioners

### **Commissioner Starr called Roll Call Vote:**

<b><u>Roll Call</u></b>	<b>Present</b>	<b>Absent</b>	<b>Remote</b>
Commissioner Kurka	X		
Commissioner Tenuta		X	
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty		X	
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed			

**Appointment of Temporary Chairperson: President Kurka appointed** Jim Jarog as temporary chairperson

**Nomination for Park Board President:** Executive Director Jarog (Temporary chairperson asked for nominations for Park Board President for a one year term or until his/her successor shall have been elected.

Commissioner Starr nominated Steve Kurka  
No other nominations were received

Temporary chairperson Jim Jarog declared Steve Kurka as President of the Board. President Kurka assumed control of the meeting.

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**Nominations for Board Vice-President:** President Kurka asked for nominations for Park Board Vice-President for a one year term or until his/her successor shall have been elected.

Commissioner Klicka nominated Lisa Tenuta

No other nominations were received.

President Kurka declared Lisa Tenuta as Vice-President.

**Appointment of Board Secretary:** President Kurka requested a motion to appoint the Park Board Secretary for a one year term or until his/her successor has been elected.

Commissioner Massie moved to appoint Bill Starr as Board Secretary; seconded by Commissioner Klicka

### Commissioner Starr called Roll Call Vote:

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

**Appointment of Board Treasurer:** President Kurka requested a motion to appoint the Board Treasurer for a one year term or until his/her successor shall have been elected.

Commissioner Massie moved to appoint Mike Murphy; seconded by Commissioner Starr.

### Commissioner Starr called Roll Call Vote:

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

## ADJOURNMENT OF ANNUAL MEETING

**RECONVENE THE REGULAR BOARD MEETING 8:27 pm**

**EXECUTIVE REPORT**

Executive Director Jarog reviewed upcoming events:

- Pool Fun Day, Christmas in June -June 18
- Greenhouse Tours at FPC-June 22
- Chicago Union Ultimate Frisbee Camp-June 21
- Dancing Queen Thursday Concert- June 24
- Baseball All Star Games at Meadows Park- June 25
- July 4th Mount Prospect Lions Club 4th of July Festival at Melas Park
- Pool Fun Day, Starr Spangled Splash- July 1
- District 214 Summer Musical at Vetern's Bandshell, Lions Park- July 8-11
- The Millennials Thursday Night Concert- July 15
- The Four C Notes Sunday Concert- July 18

Staff is in the process of finalizing a Request for Proposal (RFP) document which is the first step to implementation of the District's Compensation Study. The goal is to have the Compensation Study report available for reference as part of the FY2022 budget process.

Illinois moved into Phase 5 on Friday, June 11, 2021 with some updated guidelines from IDPH regarding sports activities , outdoor pools etc.

Next Regular Board Meeting will be held on Wednesday, July 21, 2021 at 7pm.

**PUBLIC COMMENT**

None

**COMMENTS/MATTERS FROM COMMISSIONERS**

Commissioner Starr thanked the Park District, Ruth Yueil and Cheryl Lufitz for all they have done with the

**ADJOURNMENT TO CLOSED SESSION**

President Kurka stated In light of a recent communication from Mike Nugent Risk Manager for the Park District. He asked for any Commissioner to make a motion.

**MOTION**

Commissioner Murphy moved to adjourn to closed session under Section 2 (c) 12 for the purpose of discussing review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to Metro Risk Management Agency, an intergovernmental risk

**Unapproved Regular Board Minutes 6-16--21**

management association and joint self-insurance pool of which the Mt. Prospect Park District is a member; seconded by Commissioner Klicka.

**Commissioner Starr called Roll Call Vote:**

<b><u>Roll Call</u></b>	<b>Present</b>	<b>Absent</b>	<b>Remote</b>
Commissioner Kurka	X		
Commissioner Tenuta		X	
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty		X	
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

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

Commissioner Kurka motioned to adjourn from closed session at 8:55 pm and return to open session.

**MOTION**

Commissioner Murphy motioned to adjourn from the Regular Board meeting at 8:56 pm; seconded by Commissioner Starr and carried by unanimous voice approval.

Respectfully submitted,

---

William J. Starr, Secretary

**ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT**  
**June-21**

**ACCOUNTS PAYABLE**

Suggested Motion: I move to ratify June Accounts Payable Checks and EFT's in the amount of \$ 402,276.16 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
6/1-6/6/2021	\$	100,300.81	197786-197802	Checks
6/7-6/13/2021	\$	102,094.40	197803-197842	Checks
6/14-6/20/2021	\$	38,910.01	197843-197881	Checks
6/21-6/30/2021	\$	160,970.94	197882-197910	Checks

**TOTAL AP**      \$      402,276.16    Checks and EFT's

**PAYROLL**

Suggested Motion: I move to ratify June Payroll Checks and Direct Deposits in the amount of \$ 341,853.82 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
6/11/2021	\$	158,325.27	37223-37502	DD Notification
	\$	6,464.46	1026378318- 1026378338	Checks
			37503-37507	Taxes, Transfers & Garnishments
6/25/2021	\$	169,358.55	37508-37784	DD Notification
	\$	7,705.54	1026516497- 1026516514	Checks
			37785-37789	Taxes, Transfers & Garnishments

**TOTAL P/R**      \$      341,853.82    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 6/6/2021  
Check Date 6/11/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	11,062	301	224,659	37	20
	Full Time	53			

Pay Period Ending 6/20/2021  
Check Date 6/25/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	12,474	295	238,707	42	19
	Full Time	52			



# Memorandum

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**To: Board of Park Commissioners**

**From: Matt Dziubinski, Superintendent of Parks & Planning**

**Date: 7/21/2021**

**Re: Purchase of Toro Greensmaster TriFlex 3300 Tee Mower**

**C: Jim Jarog, Executive Director**

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## **SUMMARY & BACKGROUND:**

Staff is requesting approval to purchase one (1) new 2021 Toro Greensmaster TriFlex 3300 tee mower through the Sourcewell (Contract # 062117-TTC ). The Mt. Prospect Park District is a member of the Sourcewell program. The Sourcewell purchasing program satisfies the bidding requirements set forth by the State of Illinois and offers substantial savings to program participants. Even though the Sourcewell contract satisfies our bidding requirement, staff also requested two additional proposals from our local dealer. One from an alternate joint purchasing program and a second with pricing if purchased directly from the vendor outside of contract pricing.

The proposed purchase is identified in the District's FY-2021 Capital Improvement Plan which has been previously reviewed and approved by our Board at the November 2020 Regular Board meeting. A breakdown of the associated cost and the previously approved budget amount is listed below.

## **BUDGET IMPACT**

Total Available Budgeted Capital Funds	\$38,463.42
<b>Bid Recommendation</b>	<b><u>\$38,148.31</u></b>

## **DOCUMENTS ATTACHED**

- 1) Proposals
- 2) Mower Replacement Pictures (1996 Toro 3100 #3)

## **RECOMMENDATION:**

***I Move to approve the purchase of a 2021 Toro Greensmaster TriFlex 3300 in the amount of \$38,148.31 (Sourcewell Contract # 062117-TTC) from Reinders, Inc.***





Acct #: 279734-CARBOY  
Mount Prospect Park District  
1645 Carboy Road  
Mount Prospect IL 60056

Attn: Matthew Dziubinski

Joe Etten, SCPS  
Territory Manager  
911 Tower Road  
Mundelein, IL 60060  
Cell (630) 284-8492  
Fax (847) 678-5511  
[jetten@reinders.com](mailto:jetten@reinders.com)

<u>Quote ID#</u>	Quotes Good for 30 days
<u>Quote Date</u> 6/24/2021	<u>Sourcewell #</u> 0

Sourcewell (NJPA) Contract #062117-TTC

Qty	Model #	Description	NJPA Total
1	04510	Greensmaster TriFlex 3300 Hydraulic	\$38,148.31
3	04653	11 Blade Cutting Unit	
3	04255	Narrow Wiehle Roller (One roller)	
1	04554	Light Kit - LED	

Sourcewell Contract Pricing

Package Subtotal: \$38,148.31

Recommended for Board Approval

## Proposal Summary and Agreement

I am pleased to submit the attached proposal for your consideration

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction.

All prices quoted include delivery to your facility unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for any applicable taxes.

Sourcewell awarded contract for ***Parks and Golf Grounds Maintenance Equipment to The Toro Company.*** This cooperative purchasing agreement (Contract #062117-TTC) is available to public agencies and non-profit entities nationwide.

### Award Highlights

- Cooperative purchasing contract
- Publicly solicited and awarded
- RFP included public agency "piggy-backing" language
- National aggregate pricing saves money

### ORDER ACCEPTANCE AGREEMENT

By signing below, I am authorizing Reinders, Inc. to proceed with fulfilling the product order based on the quote I.D.# noted and that I have reviewed the quote in its entirety. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location(s). Any and all trades associated with this order will be ready for pick up at time of delivery of this order. **A 2.5% service fee will apply for all credit card transactions.**

Quote I.D. # \_\_\_\_\_ Accepted Equipment Delivery Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Joe Etten, SCPS  
Territory Manager  
Reinders, Inc.



Sourcewell 



Grounds &  
Sports Turf



Joe Etten, SCPS  
Territory Manager  
911 Tower Road  
Mundelein, IL 60060  
Cell (630) 284-8492  
Fax (847) 678-5511  
[jetten@reinders.com](mailto:jetten@reinders.com)

Acct #: 279734-CARBOY  
Mount Prospect Park District  
1645 Carboy Road  
Mount Prospect IL 60056

<b>Quote ID#</b>	Quotes Good for 30 days
<b>Quote Date</b> 6/24/2021	OMNIA # <b>NIPA15616</b>

Attn: Matthew Dziubinski

Competitively Solicited and Award to Toro - Contract #2017025

Qty	Model #	Description	NIPA Total
1	04510	<b>Greensmaster TriFlex 3300 Hydraulic</b>	\$38,148.31
3	04653	11 Blade Cutting Unit	
3	04255	Narrow Wiehle Roller (One roller)	
1	04554	Light Kit - LED	

**N.I.P.A. Contract Pricing**

Package Subtotal:	\$38,148.31
-------------------	-------------

## Proposal Summary and Agreement

I am pleased to submit the attached proposal for your consideration

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction.

All prices quoted include delivery to your facility unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for any applicable taxes.

The City of Mesa, AZ has publicly solicited and awarded an agreement for ***Parks and Golf Grounds Maintenance Equipment to The Toro Company***. This cooperative purchasing agreement (Contract #2017025) is available to public agencies and non-profit entities nationwide via

### Award Highlights

- Cooperative purchasing contract
- Publicly solicited and awarded
- RFP included public agency "piggy-backing" language
- National aggregate pricing saves money

### ORDER ACCEPTANCE AGREEMENT

By signing below, I am authorizing Reinders, Inc. to proceed with fulfilling the product order based on the quote I.D.# noted and that I have reviewed the quote in its entirety. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location(s). Any and all trades associated with this order will be ready for pick up at time of delivery of this order. **A 2.5% service fee will apply for all credit card transactions.**

Quote I.D. # \_\_\_\_\_ Accepted Equipment Delivery Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Joe Etten, SCPS  
Territory Manager  
Reinders, Inc.



**Grounds &  
Sports Turf**



Joe Etten, SCPS  
Territory Manager  
911 Tower Road  
Mundelein, IL 60060  
Cell (630) 284-8492  
Fax (847) 678-5511  
[jetten@reinders.com](mailto:jetten@reinders.com)

Acct #: 279734-CARBOY

Mount Prospect Park District  
1645 Carboy Road  
Mount Prospect IL 60056

Attn: Matthew Dziubinski

<b><u>Quote ID</u></b>	
<b><u>Quote Date</u></b> 6/24/21	Quotes Good for 30 days

**PRICE QUOTATION**

<i>Qty</i>	<i>Model #</i>	<i>Description</i>	<i>Total</i>
1	04510	Greensmaster TriFlex 3300 Hydraulic	\$40,562.00
3	04653	11 Blade Cutting Unit	
3	04255	Narrow Wiehle Roller (One roller)	
1	04554	Light Kit - LED	

**Non-Contract Pricing**

**Total: \$40,562.00**

## Proposal Summary and Agreement

I am pleased to submit the attached proposal for your consideration

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction.

All prices quoted include delivery to your facility unless otherwise stated. The preceding pricing is valid for 30 days unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for applicable taxes. All financed items will require lease documentation be returned to the finance company and approved for shipment by the lessor before delivery can be completed.

### **ORDER ACCEPTANCE AGREEMENT**

By signing below, I am authorizing Reinders, Inc. to proceed with fulfilling the product order based on the quote I.D.# noted and that I have reviewed the quote in its entirety. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location(s). Any and all trades associated with this order will be ready for pick up at time of delivery of this order. **A 2.5% service fee will apply for all credit card transactions.**

Quote I.D. # \_\_\_\_\_ Accepted Equipment Delivery Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Joe Etten, SCPS  
Territory Manager  
Reinders, Inc.



**Count on it.**









# Memorandum

---

**To:** Mt. Prospect Board of Commissioners  
**From:** Ruth Yueill, Executive Director Parks Foundation  
**Date:** July 21, 2021  
**Re:** Parks Foundation Annual Scholarship Awards  
**Cc:** Jim Jarog, Executive Director

---

Please join the Parks Foundation in congratulating three deserving winners of the Parks Foundation Scholarship Program for 2021. The Foundation uses a portion of the annual fundraising dollars to award three \$1,500 scholarships to active employees or children of employees attending college or trade/technical school in the fall of 2021.

The Foundation has awarded over \$60,000 in scholarships since the program's inception in 2005. This year's applicants were asked to write an original essay on the impact of the COVID-19 pandemic in their personal and educational lives.

Foundation President, Janice Stone, will share brief excerpts from the winning essays and award the scholarship checks to:

Alexandra Rivera Grant /Community Relations & Marketing Assistant  
Grace Tchoryk/ Aquatics  
Emily Laffey /Cultural Arts

Congratulations to these outstanding employees. We wish them the very best in their educational endeavors.





# Memorandum

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To: Mt. Prospect Park District Board of Commissioners

From: Teri Wirkus, Executive Compliance Officer

Date: July 21, 2021

Re: Ordinance #798 Authorizing and directing the destruction of verbatim audio recordings of certain closed session meetings

---

Ordinance #798 has been prepared to authorize the destruction of certain closed session verbatim audio recordings. With the direction and guidance of Executive Director James Jarog and Attorney Thomas Hoffman, I have prepared Ordinance #798 concerning the closed session verbatim audio recordings being recommended for destruction. All closed session meeting minutes for their corresponding recordings have previously been approved by the Board. The dates of the closed session verbatim recordings being recommended for destruction are as follows:

1-23-19; 2-13-19; 3-20-19; 4-24-19; 5-22-19; 7-24-19; and 12-18-19

5 ILCS 120/2.06 (a) provides that the verbatim recording of closed session meetings may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act no less than 18 months after completion of the meeting recorded.

**DOCUMENTS ATTACHED:**

Ordinance #798

**RECOMMENDATION:**

**I MOVE TO APPROVE ORDINANCE NO. 798, AN ORDINANCE AUTHORIZING AND DIRECTING THE DESTRUCTION OF VERBATIM AUDIO RECORDINGS OF CERTAIN CLOSED SESSION MEETINGS OF THE BOARD OF PARK COMMISSIONERS OF THE MT. PROSPECT PARK DISTRICT.**

**ORDINANCE NO.798**

**MT. PROSPECT PARK DISTRICT**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE DESTRUCTION OF VERBATIM AUDIO  
RECORDINGS OF CERTAIN CLOSED SESSION MEETINGS OF THE BOARD OF PARK  
COMMISSIONERS OF THE MT. PROSPECT PARK DISTRICT**

WHEREAS, the Mt.Prospect Park District ("District") is a municipal corporation and body politic organized and operating under The Park District Code of Illinois and laws supplementary thereto and amendatory thereof; and

WHEREAS, the District is subject to the provisions of the Illinois Open Meetings Act ("Act") 5 ILCS120/1 *et seq.*; and

WHEREAS, pursuant to and in accordance with the Act the Board of Park Commissioners of the District has held closed session meetings from time to time, including but not limited to the closed session meetings of the District held on: 1-23-19; 2-13-19; 3-20-19; 4-24-19; 5-22-19; 7-24-19; 12-18-19 and

WHEREAS, there exist verbatim audio recordings of those closed session meetings specifically referred to in the immediately preceding paragraph, recorded under the direction of the Board of Park Commissioners of the District; and

WHEREAS, written minutes of the aforesaid closed session meetings which meet the written minutes requirements of 5 ILCS 120/2.06 (a) of the Act exist and have been heretofore approved by the Board of Park Commissioners of the District; and

WHEREAS, 5 ILCS 120/2.06 (c) of the Act provides that the verbatim recordings of closed session meetings may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- (1) the Board of Park Commissioners approves the destruction of a particular recording; and
- (2) the Board of Park Commissioners approves the minutes of the closed meeting(s) that meet the requirements of 5 ILCS 120/2.06 (A) of the Act; and

WHEREAS, the most recent of the aforementioned closed session meetings was completed more than 18 months prior to the date hereof.

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

1. That the above and foregoing recitals are hereby incorporated herein by reference the same as if here set forth in full.
2. That the Secretary to the Board of Park Commissioners of the District is hereby authorized and directed to forthwith destroy the verbatim audio recordings of the closed session meetings of the District held on: 1-23-19; 2-13-19; 3-20-19; 4-24-19; 5-22-19; 7-24-19; 12-18-19 and
3. That all ordinances and resolutions in conflict or inconsistent herewith are hereby, to the extent of such conflict or inconsistency, expressly repealed.
4. That this Ordinance shall be effective forthwith upon adoption.

ADOPTED this 21nd day of July, 2021.

VOTES:

Ayes:                Nays:                Absent:

---

President  
Board of Park Commissioners  
Mt. Prospect Park District

ATTEST:

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Secretary  
Board of Park Commissioners  
Mt. Prospect Park District

COUNTY OF C O O K    )

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. 798**

**MT. PROSPECT PARK DISTRICT**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE DESTRUCTION OF VERBATIM AUDIO RECORDINGS OF CERTAIN CLOSED SESSION MEETINGS OF THE BOARD OF PARK COMMISSIONERS OF THE MT. PROSPECT PARK DISTRICT**

That the foregoing was passed by the Board of Park Commissioners of said Mt. Prospect Park District on the 21st day of July, 2021, 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 21st day of July, 2021.

Secretary  
Mt. Prospect Park District  
Cook County, Illinois

(SEAL)



# MEMORANDUM

---

To: Board of Park Commissioners

From: Mary Kiaupa, Human Resource & Risk Manager

Date: July 21, 2021

Re: Recommendation to Revise Mt. Prospect Park District Personnel Policy Manual

C: Jim Jarog, Executive Director

## **SUMMARY AND BACKGROUND:**

COVID-19 brought many changes to the District including the location where some staff performed their duties and the time during the day when the duties were performed. Many exempt employees and a few non-exempt employees performed their work remotely or during staggered hours in an effort to keep operations running safely and efficiently during the state's required shut down in 2020, and during the many phases of the Restore Illinois Plan for COVID-19. Looking forward, it is best for the District to have a clear policy in place for when employees need to or request to telecommute for work and for the expectations of the District for those who telecommute for work.

Staff is proposing that **Appendix "L", Telecommuting**, should be added to the current Mt. Prospect Park District Personnel Policy Manual.

## **DOCUMENTS ATTACHED:**

Appendix "L"

## **RECOMMENDATION:**

***Move To Approve Staff's Recommendation To add Appendix "L", Telecommuting, To The Mt. Prospect Park District Personnel Policy Manual.***

## **APPENDIX "L" (Proposed)**

### **TELECOMMUTING**

The Mt. Prospect Park District (District) considers telecommuting as a viable work alternative under certain situations where a particular job or project is suited to such an arrangement. Telecommuting allows the employee to work at home during part of their regular workweek. Telecommuting is a voluntary work alternative only where it is suitable for a particular job or project and is not, under any circumstances, an entitlement. Telecommuting should be considered as a privilege and not a right and does not, in any way, alter the nature of the employer/employee relationship and it does not alter the employee's at-will employment status with the District. Employees who feel their job may be productively completed through telecommuting should discuss possibilities with their supervisor. The Department Head, Supervisor, and the employee will take the request under consideration with regard to possible terms of telecommuting on a temporary basis. Long-Term telecommuting requests shall also include Human Resources and the Executive Director.

The employee and their immediate supervisor shall discuss, in an attempt to come to a mutual agreement, the number of days of telecommuting that may be allowed in each work week, the work schedule that the employee will typically maintain, the duration of the agreement and the manner in which the employee and the supervisor shall communicate, including the frequency of the communications.

Employees permitted to telecommute must continue to abide by the District's policies, including but not limited to the Personnel, Information Security and Workplace Safety policies. Failure to follow the District's policies may result in discipline and termination of the telecommuting arrangement.

Non-exempt employees who are permitted to telecommute must comply with the District's timekeeping policy and payroll practices. Employees must accurately record all time worked. Any falsified time records recorded by the employee will result in appropriate disciplinary action up to and including termination.

Employees authorized to telecommute are covered under the District's workers' compensation insurance for injuries sustained by the employee at their home worksite and arising out of and within the course of their employment for the District. Telecommuting workers shall be responsible for complying with the Park District's policies regarding the reporting of injuries sustained while working for the District. Telecommuting employees shall be responsible for any injuries sustained by any third parties or members of the employee's family at their home worksite.

District issued equipment shall be maintained by the District when it has knowledge of the need for such maintenance. The employee shall be responsible for any loss or damage caused to District equipment as a result of the employee's negligence or misuse of the equipment. The District reserves the right to make determinations as to what equipment is appropriate or necessary for the telecommuting arrangement and these determinations shall be subject to change by the District at any time. The employee may be provided necessary equipment for their use to complete park business during the duration of the Agreement and agrees to promptly return equipment upon the Agreement's termination.

Any telecommuting arrangement that is agreed upon may be discontinued at any time by the District for any reason or no reason. At such time the employee will be required to immediately resume their in-office work schedule as determined by their immediate supervisor.



# MEMORANDUM

---

To: Board of Park Commissioners

From: Ben Kutscheid, Park Planner II

Date: July 21, 2021

Re: ComEd Path Improvements - Algonquin Road to I-90

C: Jim Jarog, Executive Director

## **SUMMARY & BACKGROUND:**

The asphalt path within the ComEd ROW from Algonquin Road to I-90 is in need of replacement and some minor realignment. This section of path has been identified by staff as in the most need of replacement.

The planning of the improvements for this path have been a 3 year process. The Park District has been working with Wight & Company. The Park District leases the property from ComEd and has recently extended the lease for this ComEd property to expire September 30, 2049. This was required as part of an unsuccessful IDNR Bike Grant application. The Park District has worked closely with the Village of Mt. Prospect and ComEd. We have notified Northshore Gas Company and NICOR Gas Company of the construction, both have large high pressure gas lines in the ComEd ROW.

The project is bisected by Higgins Creek. The only publicly available access to the South Half of the path construction will be through the Lake Briarwood Subdivision via Charlotte Road. Staff has made many documented attempts to contact the most effected property and the Lake Briarwood HOA.

The scope of work includes demolition and removal of the existing trail and replacement of base and asphalt paving in mostly the same alignment as the existing trail. The work also includes construction access and permanent authorized use access to the South portion of the trail. The bid documents included three alternates. Alternate 1 - North and South 1 bench each; Alternate

2 - North additional paving; Alternate 3 - Reuse existing base. Construction will begin August 5, 2021 with a completion date of October 15, 2021.

Bid packages were distributed to nine contractors for the ComEd Path Improvements. The public bid opening occurred on Thursday, July 1, 2021 with five contractors submitting a bid. Bid summaries are listed below:

	Base Bid South	Base Bid North	Alt 1 South - Bench	Alt 1 North - Bench	Alt 2 - Add Trail to NW	Alt 3 South reuse base	Alt 3 North reuse base
Evans and Son	\$ 97,831.00	\$ 79,176.44	\$ 3,281.50	\$ 3,295.00	\$ 6,393.00	\$ (1,900.00)	\$ (1,452.00)
A Lamp Concrete	\$ 106,958.00	\$ 128,661.00	\$ 2,800.00	\$ 2,800.00	\$ 3,043.00	\$ (5,000.00)	\$ (5,000.00)
Maneval Const.	\$ 113,562.26	\$ 93,341.14	\$ 2,244.60	\$ 2,244.60	\$ 6,519.20	\$ (10,000.00)	\$ (10,000.00)
Chicagoland Paving	\$ 135,000.00	\$ 105,000.00	\$ 6,350.00	\$ 6,350.00	\$ 6,260.00	\$ -	\$ -
Schroeder Asphalt	\$ 160,030.00	\$ 126,366.00	\$ 7,700.00	\$ 7,700.00	\$ 6,936.00	\$ -	\$ -

#### **BUDGET IMPACT**

25-603000 ADA Fund \$118,735.58

98-813740 Capital Fund \$65,910.00

21-645000 Paving and Lighting Funds Budgeted \$5,331.36

#### **DOCUMENTS ATTACHED**

Wight & Company Engineering Bid Recommendation

Wight & Company C3.00 Bid Plan Sheet

#### **RECOMMENDATION:**

**MOVE TO APPROVE THE BASE BID NORTH AND SOUTH, WITH ALTERNATE 1 NORTH AND SOUTH AND ALTERNATE 2 FOR THE COMED TRAIL IMPROVEMENTS - ALGONQUIN TO I-90 AS SUBMITTED BY EVANS AND SON BLACKTOP IN THE AMOUNT OF \$189,976.94.**





July 7, 2021

Jim Jarog, Executive Director  
Mt Prospect Park District  
1000 West Central Road  
Mount Prospect, IL 60056

RE: ComEd Trail Improvements / Bid results and recommendation

Dear Jim,

After attending the bid opening on July 1, 2021, at 10:00 AM, and reviewing the bids, Evans and Son Blacktop is the apparent low bidder. Per our discussion following the bid opening, alternates 1 North, 1 South and 2 were selected to be the only alternates accepted. There were at least 9 contractors notified of the project and 5 qualified bids were submitted.

The base bid was divided into a north and south section, both of which included removals, excavation, gravel placement, asphalt paving, fencing, turf restoration and landscaping. Alternate 1 North and South included the addition of one bench and a concrete bench pad. Alternate 2 included additional asphalt path on the north end of the project. Alternate 3 North and South included a potential deduct to use the existing gravel base and just replace the asphalt surfacing.

The following table identifies the bid results:

	Evans and Son Blacktop	Maneval Construction	A Lamp Concrete	Chicagoland Paving	Schroeder Asphalt	Wight Estimate
Bid Signed	X	X	X	X	X	
Bid Bond	X	X	X	X	X	
Addendum 1	X	X	X	X	X	
Base Bid South	\$97,831.00	\$113,562.26	\$106,958.00	\$135,000.00	\$160,030.00	\$132,100
Base Bid North	\$79,176.44	\$93,341.14	\$126,661.00	\$105,000.00	\$126,366.00	\$123,800
Alt 1 South	\$3,281.50	\$2,244.60	\$2,800.00	\$6,350.00	\$7,700.00	--
Alt 1 North	\$3,295.00	\$2,244.60	\$2,800.00	\$6,350.00	\$7,700.00	--
Alt 2	\$6,393.00	\$6,519.20	\$3,043.00	\$6,260.00	\$6,936.00	--
Alt 3 South	(\$1,900.00)	(\$10,000)	(\$5,000)	---	\$160,030.00	--
Alt 3 North	(\$1,452.00)	(\$10,000)	(\$5,000)	---	\$126,366.00	--
<b>TOTAL: Base Bid S&amp;N, Alt 1 S&amp;N and Alt 2</b>	<b>\$189,976.94</b>	<b>\$217,911.80</b>	<b>\$242,262.00</b>	<b>\$258,960.00</b>	<b>\$308,732.00</b>	

Our conclusions, after reviewing Evans and Son Blacktop's bid and based on our previous experience with them:

1. It appears that Evans and Son Blacktop has completed many projects that feature good quality construction.
2. It appears that Evans and Son Blacktop has good problem-solving skills and is good at coordinating and communicating with all of the involved parties.
3. It appears that Evans and Son Blacktop consistently completes their work on time.

We have reviewed the bid forms and found everything in order. Evans and Son Blacktop has produced reasonable references and has met the bidding and experience requirements. We recommend the Mt Prospect Park District enter into a contract with Evans and Son Blacktop for the base bid S&N, alternate 1 S&N and alternate 2 for a total of **\$189,976.94**. Please advise us of your decision so we may assist you with preparation of the MPPD standard contract and schedule the pre-construction meeting.

Warmly,

**WIGHT & COMPANY**

A handwritten signature in black ink that reads "Patty King". The signature is fluid and cursive, with the first name "Patty" and last name "King" clearly distinguishable.

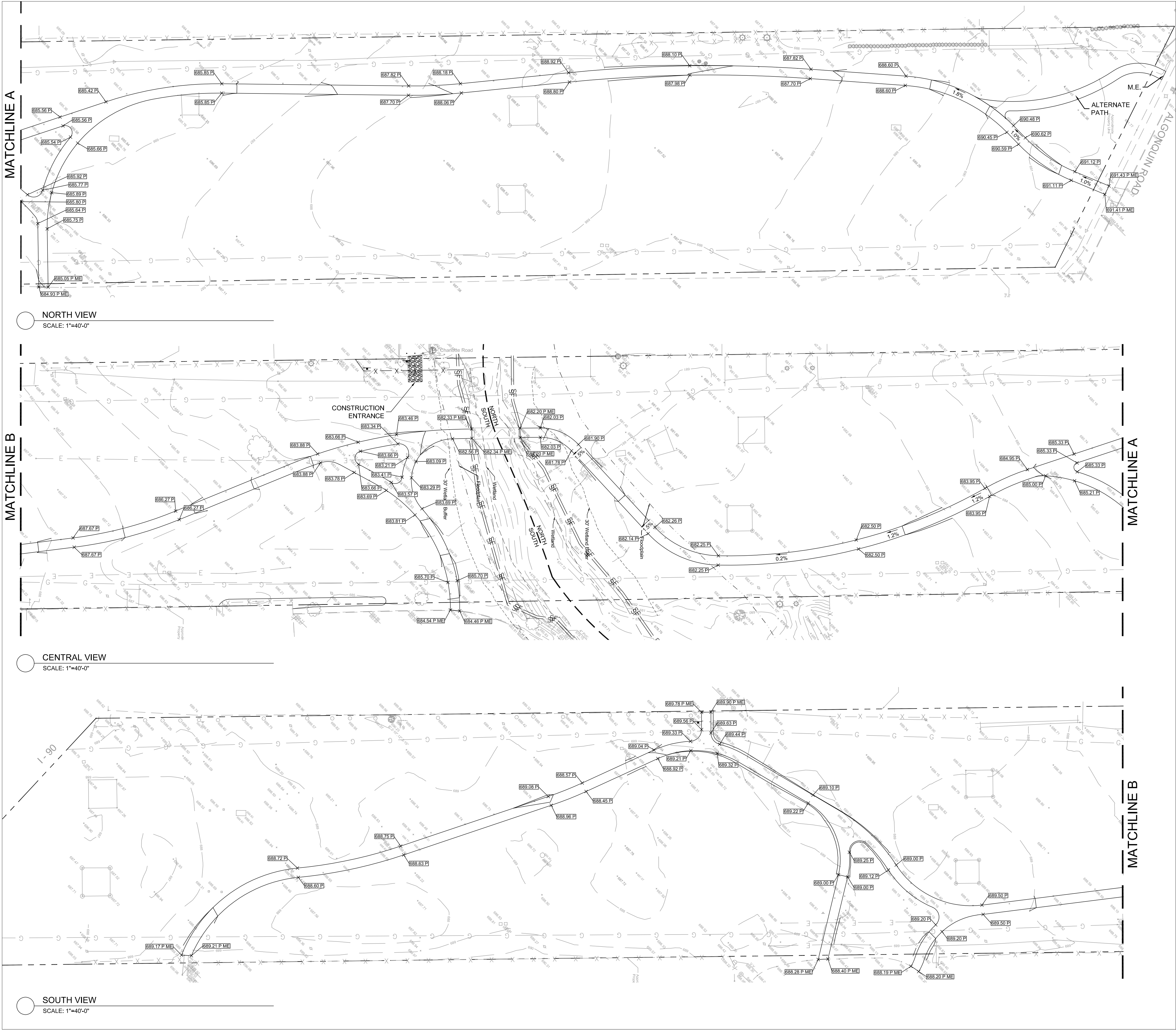
Patty King, PLA, CPSI, ASLA, LEED AP

Senior Landscape Architect

Direct: 630.739.7251 / [pking@wightco.com](mailto:pking@wightco.com)

cc: Ben Kutscheid, Mt Prospect Park District  
Shawn Benson / Lara Remitz, Wight & Company





### LEGEND

ME	MATCH EXISTING ELEVATION
HP	HIGH POINT
11.77 P	TOP OF PAVEMENT ELEVATION
11.77 G	GROUND ELEVATION
11.77 SW	TOP OF SIDEWALK ELEVATION
11.77 RM	RIM ELEVATION
745	EXISTING CONTOUR LINE
745	PROPOSED CONTOUR LINE
2.0%	SLOPE/FLOW DIRECTION
SF	SILT FENCE

### NOTES:



- CONTRACTOR TO VERIFY ALL EXISTING UTILITY LOCATIONS, SIZES, SLOPES, INVERTS, ETC. AND CONTACT ENGINEER IMMEDIATELY IF THERE ARE ANY CONFLICTS/DISCREPANCIES.
- THE CONTRACTOR SHALL PROTECT ANY AND ALL TREES EITHER SHOWN OR NOT SHOWN ON THE PLANS UNLESS OTHERWISE SPECIFIED. MINIMUM PROTECTION FOR TREES SHALL BE 4' SNOW FENCE INSTALLED ALONG THE DRIP LINE OF TREES.
- CONTRACTOR TO PROTECT ALL EXISTING UTILITIES.
- ALL EXISTING UTILITY STRUCTURES SHALL BE ADJUSTED AS NECESSARY TO MATCH FINISH GRADE. ALL EXISTING UTILITY STRUCTURES REQUIRING ADJUSTMENT OR RECONSTRUCTION SHALL BE COMPLETED BY THE CONTRACTOR TO THE SATISFACTION OF THE UTILITY OWNER. ADJUSTMENTS AND/OR RECONSTRUCTIONS NOT CALLED FOR ON THE PLANS SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT. NO MORE THAN A TOTAL OF 12 INCHES OF ADJUSTING RINGS AND/OR 2 ADJUSTING RINGS SHALL BE ALLOWED.
- ALL SITE WORK SHALL BE IN CONFORMANCE WITH THE ILLINOIS ACCESSIBILITY CODE AND WITH THE AMERICANS WITH DISABILITIES ACT.
- RAMPS SHALL NOT EXCEED A RUNNING SLOPE OF 1:12 (8.33%).
- MAXIMUM CROSS-SLOPE ON ANY WALK OR RAMPS SHALL BE 2%. ALL ACCESSIBLE PARKING SPACES AND LOADING ZONES SHALL HAVE A MAXIMUM SLOPE OF 2% IN ANY DIRECTION. MAXIMUM RUNNING SLOPE OF 5%.

### EARTHWORK NOTES:


CONTRACTOR IS RESPONSIBLE FOR DETERMINING EXACT EARTHWORK REQUIREMENTS (CUT, FILL, HAUL IN/OFF, ETC.) TO BRING SITE TO FINISHED GRADE.

### ALTERNATE PATH:

- MAXIMUM CROSS-SLOPE ON ANY WALK OR RAMPS SHALL BE 2%. ALL ACCESSIBLE PARKING SPACES AND LOADING ZONES SHALL HAVE A MAXIMUM SLOPE OF 2% IN ANY DIRECTION. MAXIMUM RUNNING SLOPE OF 5%.
- ALL SITE WORK SHALL BE IN CONFORMANCE WITH THE ILLINOIS ACCESSIBILITY CODE AND WITH THE AMERICANS WITH DISABILITIES ACT.
- ADJUST ELEVATIONS IN THE FIELD AS NEEDED.

**Wight**

GRAPHIC SCALE



1 INCH = 40 FEET



MT. PROSPECT PARK DISTRICT



Wight & Company  
wightco.com

2500 North Frontage Road  
Darien, IL 60561

P 630.969.7000  
F 630.969.7979

ISSUE FOR BID	06-10-21	
PERMIT SUBMITTAL	04-30-21	
PERMIT SUBMITTAL	03-10-20	
PERMIT SUBMITTAL-ComEd	10-03-19	
PERMIT SUBMITTAL-ComEd	08-20-19	
PERMIT SUBMITTAL	05-03-19	
PERMIT SUBMITTAL	02-28-19	
REV	DESCRIPTION	DATE

## MT PROSPECT PARK DISTRICT - COMED TRAIL IMPROVEMENTS

### GRADING AND EROSION CONTROL PLAN

Project Number:  
180006

Drawn By:  
LR

Sheet:

# C3.00

Page 33





# MEMORANDUM

---

To: Board of Park Commissioners

From: Ben Kutscheid, Park Planner II

Date: July 21, 2021

Re: Rosemary S. Argus Friendship Park / Conservatory  
OSLAD Grant 2021

C: Jim Jarog, Executive Director

## **SUMMARY & BACKGROUND:**

The State of Illinois Department of Natural Resources is to Open the OSLAD grant program for applications on July 15th with all grant applications due by September 1. The OSLAD Grant is the Open Space Land Acquisition and Development grant through the Illinois Department of Natural Resources (IDNR) and is a 50/50 matching grant with State funding up to \$400,000 per project. Typically the submitting agency (Park District) would fund the entire project up front, and apply for grant reimbursement at the end of the approved project.

Staff feels strongly that a significant OSLAD Grant opportunity exists at Friendship Park for the following reasons:

- 1) The proposed Friendship Park project would have a good combination of new park amenities and improvements. This along with refurbishment to existing park elements would score well for an OSLAD submittal.
- 2) A good portion of the improvements would be ADA related and could be funded through the Park District's ADA Tax Levy funds. These improvements would directly benefit individuals with disabilities, which is the intended purpose of these funds.
- 3) Senator Laura Murphy is expected to lend her support to this project as it is within her district.
- 4) We have received commitments from the Edward and Wanda Jordan Family Foundation (\$75,000), and the Mt. Prospect Parks Foundation (\$37,500), to provide donations for the project totaling \$112,500.



If this project is approved, the associated work may include the following:

- 1) Refurbished pedestrian pathways and looping of path system ( Funding Interest by EWJF)
- 2) Resurfacing of main Parking Lot that serves the Park and Conservatory overflow parking
- 3) New 250 person event pad and electric service next to the conservatory, with a permanent structure for about 120 and room for flexible use
- 4) New Fitness Stations along walking path
- 5) New shelter installed near the playground (Funding interest by M. P. Parks Foundation)
- 6) Refresh and enhance memorial gardens west of Conservatory (Funding Interest by EWJF)
- 7) Resurface the existing park tennis courts and adjust the entry gate
- 8) New Accessible Drinking Fountain at the Concession Building
- 9) New tables and benches throughout Park
- 10) New Backstop for the North Field
- 11) Repave Asphalt at Backstops
- 12) New landscape planting and trees throughout Park
- 13) Other Miscellaneous associated work to be determined.

Staff has developed a preliminary construction budget estimate of \$1,150,000 with approximately \$350,000 funded from the Park District's ADA Fund, \$400,000 funded from the OSLAD Grant Program and \$400,000 funded from a combination of District capital and possible outside donations. At this time outside donations have been promised in the amount of \$112,500.

The OSLAD grant has several requirements as part of the submittal process. One of these is to hold a public meeting for community input prior to the grant submission. In an effort to plan ahead to meet this requirement, staff has scheduled an open house for July 29 between 6:00 pm and 7:30 at the Friendship Park Conservatory. Staff will be on hand to answer questions and gather input. We can have up to two Commissioners attend this meeting if there is interest.

If the Mt. Prospect Park District Board of Park Commissioners is in favor of supporting this opportunity, staff intends to bring this matter back before the Board for Board for consideration of approving a financial commitment agreement to the State of Illinois at the August 18, 2021 Regular Board Meeting.

**DOCUMENTS ATTACHED:**

1. Site for Review and Discussion
2. Detailed Cost Estimate / Anticipated Revenue Information (Review and Discussion)
3. Example Graphics for Review and Discussion

OSLAD GRANT COST ESTIMATE

Proposed Work	Quantity	Unit	Unit Cost		Total	ADA Fund	Capital Funds
Demolition	1	ls	\$	15,000	\$ 15,000		\$ 15,000
Storm Water	1	ls	\$	40,000	\$ 40,000		\$ 40,000
Parking Lot Refurbish	56196	sf	\$	4.25	\$ 238,833.00	\$ 19,106.98	\$ 219,726.36
Benches / Site Furnishings	1	ls	\$	25,000	\$ 25,000	\$ 6,250	\$ 18,750
Shelter at Playground	1	ls	\$	50,000	\$ 50,000	\$ 12,500	\$ 37,500
Fitness Stations with surfacing	1	ls	\$	60,000	\$ 60,000	\$ 30,000	\$ 30,000
Pathway Recompact base and install 1 1/2" over 2" of asphalt	22620	sf	\$	4.25	\$ 96,135	\$ 60,084	\$ 36,051
Pathway New compacted gravel base and install 1 1/2" over 2" of asphalt	2000	sf	\$	5.25	\$ 10,500	\$ 6,563	\$ 3,938
Repave Baseball Backstops and access	14000	sf	\$	4.25	\$ 59,500	\$ 29,750	\$ 29,750
Topsoil, Blanket and Seed	1	ls	\$	6,000	\$ 6,000		\$ 6,000
Remove Brick pavers and replace with concrete	750	sf	\$	11	\$ 8,250	\$ 5,156	\$ 3,094
Repaint Tennis Court and minor crackfill	25200	sf	\$	0.75	\$ 18,900	\$ 4,725	\$ 14,175
Realign Fencing and gates for ADA	1	ls	\$	8,000	\$ 8,000	\$ 8,000	
Conservatory Plaza	2500	sf	\$	15	\$ 37,500	\$ 6,750	\$ 30,750
Plaza Electric	1	ls	\$	25,000	\$ 25,000		\$ 25,000
Shelter	1	ls	\$	80,000	\$ 80,000	\$ 14,400	\$ 65,600
Circle Gardens	2	ea	\$	15,000	\$ 30,000	\$ 15,000	\$ 15,000
New Drinking Fountain at Restroom Building	1	ls	\$	7,500	\$ 7,500	\$ 4,950	\$ 2,550
Ballfield Improvements	3	ls	\$	5,000	\$ 15,000		\$ 15,000
New Northfield Backstop	1	ls	\$	55,000	\$ 55,000		\$ 55,000
Replace Retaining Wall in Pkg Lot	95	lf	\$	135	\$ 12,825		\$ 12,825
New Fence along East Side	325	lf	\$	60	\$ 19,500		\$ 19,500
Planting	1	ls	\$	20,000	\$ 20,000		\$ 20,000
Subtotal					\$ 938,443	\$ 223,235	\$ 715,208
10% Contingency					\$ 93,844	\$ 58,653	\$ 35,192
Design and Engineering					\$ 123,874	\$ 74,325	\$ 49,550
Grand Total OSLAD Project					\$ 1,156,162	\$ 356,212	\$ 799,950

Funding

ADA	\$ 356,212
OSLAD Reimbursement	\$ 400,000
Capital Fund	\$ 287,449
Donation	\$ 112,500

Other Work							
Future Work	Quantity	Unit	Unit Cost		Total	Reimbursement	Capital Funds
Ballfield Dugout Roofs	6	ea	\$	12,000	\$ 72,000	\$ 12,960	\$ 59,040
New Parking at Conservatory	40000	sf	\$	5.75	\$ 230,000.00	\$ 18,400.46	\$ 211,600.00
New Pickle Ball Courts - Each	8	ea		15000	\$ 120,000.00	\$ 24,300.00	\$ 98,400.00
New Tennis Courts - Each	4	ea		24000	\$ 96,000.00	\$ 21,600.00	\$ 78,720.00
Kolpin House to Nature Center	1	ls		\$700,000.00	\$ 700,000.00	\$ 252,000.00	\$ 574,000.00
Playground installed	1	ls	\$	180,000	\$ 180,000	\$ 144,000	\$ 36,000
Surfacing - resilient Surface	10000	sf	\$	20	\$ 200,000	\$ 200,000	



Rosemary S. Argus  
Friendship Conservatory / Park  
Cost Estimate

July 14, 2021



# MEMORANDUM

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To: Mt. Prospect Board of Commissioners

From: Nick Troy, Director of Recreation  
Ann Zimmerman, Cultural Arts & Conservatory Manager  
Rebekah Grant, FPC Coordinator

Date: July 21, 2021

Re: Friendship Park Rental Projections / Proposed Outdoor Gathering Space

C: Jim Jarog, Executive Director

## INTRODUCTION & BACKGROUND:

The proposed OSLAD project at Friendship Park includes an outdoor gathering area that would be available for programming, events and rental opportunities. The purpose of this memo is to offer additional data and operational insight into the proposed gathering space project component.

Staff has been in the process of reviewing operations at FPC and implementing changes to increase programs, events and rentals to allow for the best possible opportunity to improve our offerings and revenue stream at the Conservatory and within the Recreation Department. The addition of the outdoor gathering space would provide additional revenue opportunities and offerings to our community and beyond.

Over the past few years, staff has received an influx of requests for covered outdoor space and specifically a picnic pavilion to reserve. In addition to our current program and rental revenue, a new and expanded outdoor gathering space would provide us new event opportunities and the ability to offer multiple events in one day to increase program participation. Staff is projecting to bring in an additional and conservative \$90,000 in gross revenue, assuming a sustained return to normalcy of life into the future. Prior to Covid, FPC's revenue for rentals/beverages and programs was approximately \$100,000. Staff have projected the addition of, but not limited to, the following new offerings:

## OUTSIDE PATIO/PAVILION - NEW PROGRAMMING/EVENT & RENTAL OPPORTUNITIES:

- Summer Outdoor Adventure Camp - larger sessions and better space to hold camps
- Small concerts
- Family programming; such as, Earth Day, Holiday Open House, children music shows, reptile/wildlife shows

- Wildlife, nature and planting classes
- Party opportunities with wildlife/nature themes
- Yoga outdoors
- School and Scout programs
- Larger capacity weddings/ceremony in gazebo
- Bridal and baby showers
- Picnics
- Birthday parties
- Graduations
- Corporate events
- Spiritual/Ethnic gatherings
- Instrumental recitals
- Additional Services at a fee include: amplified sound, generators, port-a-potties, and grills, etc.

#### **PROPOSED RATES WITH OUTDOOR PATIO:**

Our current rental rates are extremely reasonable and those are being adjusted for rentals later in the year. While evaluating proposed rates for the new outdoor space at FPC, staff had many factors to consider; including anticipated increased expenses, surrounding park districts rates for outdoor space and other banquet facilities, as well as the size of the facility. In addition, staff researched rental pricing, including the addition of weekday and weekend rates and resident/non-resident rates. As compared to the spaces referenced above, the space at FPC is expected to be larger and more scenic, influencing the rates proposed. Below is a mixture of rental opportunities that will be available.

<b>Proposed Rental Rates</b>	
<b>Event Type</b>	<b>Rates</b>
Corporate events w/tables and chairs (Weekdays, M-Th)	\$300, 9am-3pm
Weddings; full facility usage indoor and outdoor; ceremony and reception (Weekends, Fri.-Sun)	\$3,500
Showers-Fri. & Sat. mornings	\$375
Showers-Sunday mornings	\$450
Picnics, 9am-3pm, no setup	\$150
Picnics, 9am-3pm, tables, grill usage	\$300
Corporate events w/tables and chairs	\$300/hour
Yoga on patio-outside	\$100/hour
Birthday/Graduation Parties w/tables and chairs	\$250/hour
Wedding ceremonies	\$1,000 - 2 hours
Other full facility events including pavilion	\$400/hour



The anticipated opportunities associated with the proposed outdoor gathering space are expected to bring in an additional \$40,000 per year. Based on these projections, this component could pay for its upfront capital costs within three years.

In terms of projected life expectancy, the Pavilion and surface should last approximately 15 years, though 20 years is possible. Using 15 years as a conservative estimate, with three years for the project to pay for its capital investment, the Park District would have 12+ years of extra revenue earning potential. As a final point of emphasis, we are currently turning away rental business since we don't have the outdoor space or extra capacity customers are looking for. Potential customers are telling us how beautiful our space is and they would rather be here than anywhere else in the area. Larger groups are being referred to the golf course and so far none have booked there.

#### REVIEW OF PROPOSED CAPITAL EXPENSES:

OUTSIDE PATIO/PAVILION - Capital Project Draft Budget			
Capital Item	Capital Cost	ADA Fund	Total Project Cost
Conservatory Plaza Pad	\$30,500	\$6,750	\$37,500
Conservatory Plaza Electric	\$20,500	\$4,500	\$25,000
40 x 30 Shelter (Pavilion)	\$65,600	\$14,400	\$80,000
<b>TOTAL</b>	<b>\$116,600</b>	<b>\$25,650</b>	<b>\$142,500</b>

#### Other possible costs for consideration

\*Additional cost of a 40 x 30 tent rental to cover the open uncovered patio space is \$1,500.

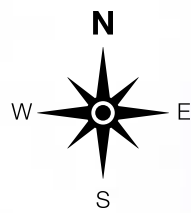
\*To upgrade to a full size 40 x 60 covered shelter/ Pavilion the shelter cost would increase to an estimated \$120,000 installed. This would add approximately \$40k to project budget.





**Rosemary S. Argus  
Friendship Conservatory / Park**  
Conceptual Master Plan

July 14, 2021







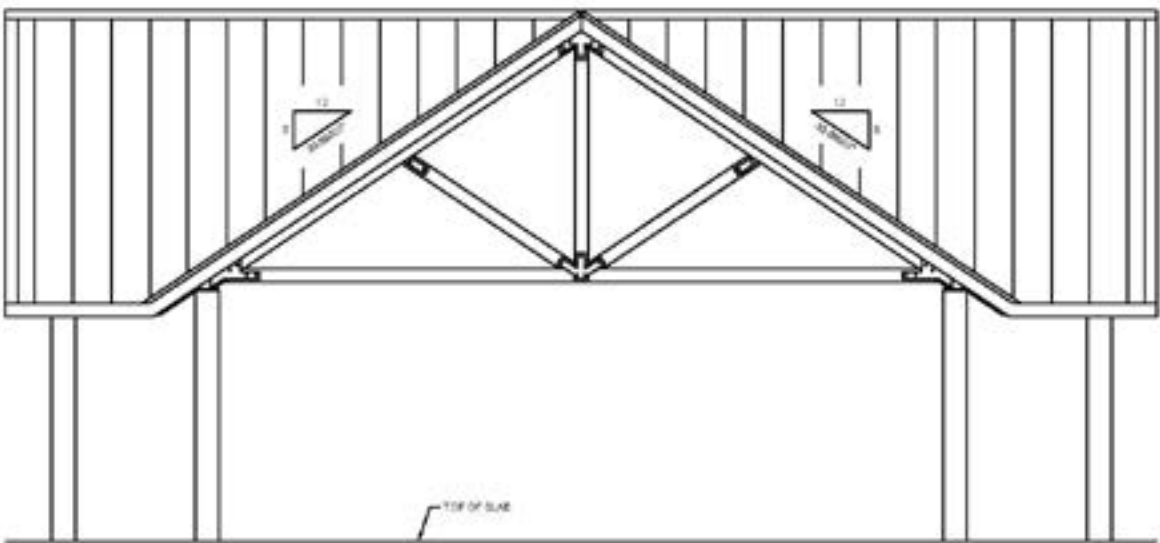
WALL MOUNTED DRINKING FOUNTAIN



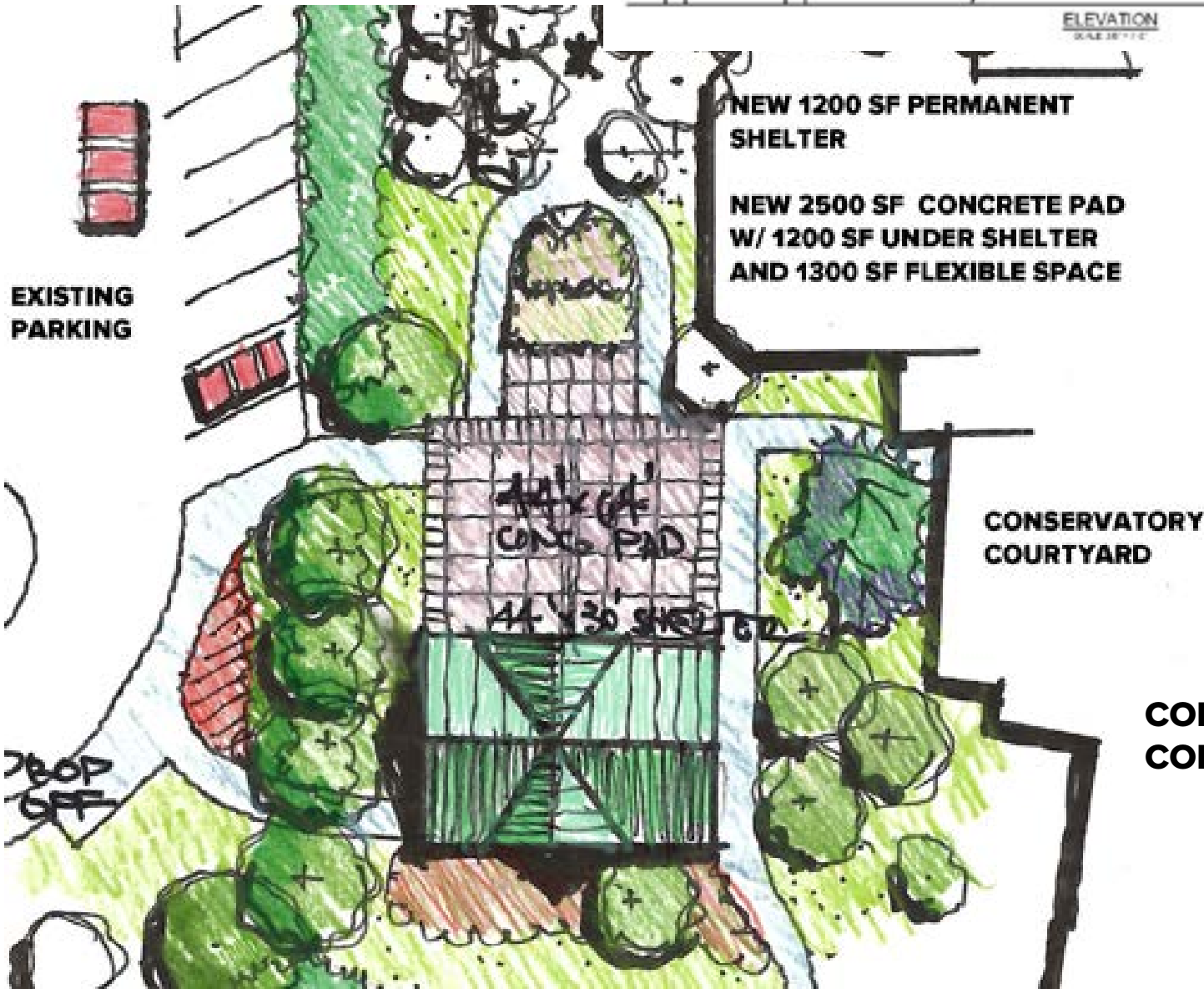
EXAMPLE OF SHELTER AT PLAYGROUND



FITNESS EQUIPMENT



SHELTER AT CONSERVATORY



Rosemary S. Argus  
Freindship Conservatory / Park

EXAMPLES

July 14 , 2021





## Financial Advisors Report

### BUDGET CHANGES

This year's budget and appropriation ordinance contained an unusually wide difference between the budgeted plan of operations during Covid restrictions and the appropriated authority to spend at normal operating levels. With the move to phase 5 (6/11/21), the increased facility use and program participation will require increases in spending to provide these services. We are currently exploring, with Attorney Hoffman, the appropriate vehicle to present these changes to the Board for approval.

### June GOLF REPORT

This month's report shows golf revenues at 56% of budget plan for the 1<sup>st</sup> 6 months. Expenditures are 43% of budget for a net that is \$231,954 better than budget, half way through the year.

### June POOLS REPORT

Meadows offers pool passes with a \$76,502 result. Covid vs. Non-Covid, June net:

2019, 3 pools, (35,732)

2021, 2 pools, 19,556

### June RECPLEX FACILITY REPORT

Building Rentals, and Facility & Fitness Passes complete the first six months with 96% of planned annual revenue for 2021. Covid vs. Non-Covid, June net with 90k less revenue:

2019, (270,172)

2021, (280,139)

### June REC PROGRAMS

Overall, Program revenues hit 100% of planned annual revenue for 2021. Covid vs. Non-Covid,

June:	Revenue	Net
2019	1,582,918	782,136
2021	972,906	660,214
	61%	84%

Note: Program registration revenues proceed expenditures this time of year, but June results are comparable.

**MOUNT PROSPECT PARK DISTRICT**  
**YTD SUMMARY - ALL FUNDS**  
**For Six Months Ended 6/30/21**

ACCOUNT NAMES	2020 Actual	2021 Actual	2021 Budget	Actual vs. Last Yr. \$ Change	% Change
			Operating +Capital	Increase (Decrease )	
BALANCE, Beginning - January 1	6,754,601	8,867,610			
REVENUES:					
PROPERTY TAXES	5,578,674	5,681,361	10,909,033	102,687	1.8%
REPLACEMENT TAXES	91,214	145,286	170,000	54,072	59.3%
RENTAL	176,792	337,609	558,767	160,817	91.0%
PASSES /USER FEES	322,404	414,377	374,185	91,973	28.5%
DAILY /USER FEES	386,114	666,084	1,400,204	279,970	72.5%
PROGRAM FEES	598,709	1,331,027	1,293,534	732,318	122.3%
CONCESSION SALES	22,623	24,678	63,834	2,055	9.1%
CORP SPONSORS & GRANTS	14,167		2,750	(14,167)	-100.0%
OTHER	91,409	85,092	222,024	(6,317)	-6.9%
INTEREST	14,396	10,167	3,100	(4,229)	-29.4%
INT PROJ CHARGES	331,294	331,294	331,294	0	0.0%
BOND PROCEEDS - New Capital				0	n/a
BOND PROCEEDS - REFI Rate				0	n/a
BOND PROCEEDS - REFI Annual			1,824,311	0	n/a
TOTAL REVENUE	7,627,796	9,026,975	17,153,036	1,399,179	18.3%
EXPENDITURES:					
FULL TIME SALARIES	1,786,438	1,624,826	3,389,248	(161,612)	-9.0%
PART TIME SALARIES	646,784	684,173	1,841,569	37,389	5.8%
EMPLOYEE BENEFITS	903,590	824,722	1,623,876	(78,868)	-8.7%
CONTRACTUAL SERVICES	370,915	341,655	1,053,601	(29,260)	-7.9%
COMMODITIES	299,707	331,747	919,392	32,040	10.7%
CONCESSIONS	31,307	26,666	51,358	(4,641)	-14.8%
UTILITIES	319,568	278,655	884,488	(40,913)	-12.8%
INSURANCE	252,014	174,271	562,625	(77,743)	-30.8%
NW SPECIAL REC	351,983	360,825	458,100	8,842	2.5%
RETIREMENT	424,235	448,995	1,210,747	24,760	5.8%
SALES TAX	957	3,089	16,752	2,132	222.8%
DEBT SERVICE:					
BONDS - Short Term			3,240,597	0	n/a
BONDS - LONG TERM	166,702	169,710	1,824,311	3,008	1.8%
BONDS - CALLED				0	n/a
CAPITAL PROJECTS:					
FROM BOND FUNDS - New Capital				0	n/a
FROM BOND FUNDS - Carryover	575,388	721,365	2,294,416	145,977	25.4%
ACCESSIBILITY - ADA	13,462	511	1,272,000	(12,951)	-96.2%
GOV DEALS			130,000		n/a
CONSERVATORY		21,669	48,549		n/a
PAV & LIGHT FUND	8,489	7,863	191,150	(626)	-7.4%
TOTAL EXPENDITURE	6,151,539	6,020,742	21,012,779	(152,466)	-2.1%
REVENUE OVER(UNDER)	1,476,257	3,006,233	(3,859,743)	1,551,645	
BALANCE, Ending	8,230,858	11,873,843			

**MT PROSPECT PARK DISTRICT  
DEPARTMENTAL EXPENDITURE ANALYSIS  
FOR THE 6 MONTHS ENDED 6-30-2021**

50% OF CALENDAR YEAR

FUND / Department	'21 Y.T.D. Actual	2021 Budget	Y.T.D. as % of '21 Budget	'20 Y.T.D. Actual	Y.T.D. % of '20 Y.T.D.	Projected 2021	Proj % of '21 Bud	% Inc '21 Bud Over '20 Bud
<b>GENERAL FUND</b>								
Administration	425,931	953,662	45%	443,392	96%	798,753	84%	0%
Maintenance	390,787	945,021	41%	432,328	90%	782,882	83%	-4%
Motor Pool	94,422	225,567	42%	121,537	78%	185,067	82%	-31%
Buildings	105,548	234,807	45%	112,304	94%	205,930	88%	1%
Studio at Melas	12,756	32,520	39%	10,518	121%	25,265	78%	4%
Total	1,029,444	2,391,577	43%	1,120,079	92%	1,997,921	84%	-6%
<b>RECREATION FUND</b>								
Administration	360,352	757,328	48%	487,431	74%	628,363	83%	-27%
Big Surf	3,151	8,200	38%	7,574	42%	3,720	45%	-97%
Meadows Pool	65,495	238,932	27%	19,235	340%	81,911	34%	10%
Recplex Pool	179,423	476,503	38%	174,221	103%	328,492	69%	-15%
Golf Course	739,031	1,711,076	43%	662,574	112%	1,488,200	87%	1%
Concessions	18,916	35,767	53%	11,994	158%	24,258	68%	-66%
Lions Center	18,772	56,318	33%	31,197	60%	32,206	57%	-70%
Recplex Center	434,451	1,068,362	41%	377,276	115%	815,394	76%	-6%
Rec Programs	312,692	836,039	37%	393,313	80%	461,786	55%	-50%
Central Programs	903	39,500	2%	9,130	n/a	937	2%	-59%
Central Road	225,381	490,284	46%	203,146	111%	370,936	76%	-22%
Total	2,358,567	5,718,309	41%	2,377,091	99%	4,056,853	71%	-25%

50% of Calendar Year

Mount Prospect Park District

GOLF COURSE

2021 Budget vs. Actual

For the Six Months Ended June 30, 2021

2020 Actual Comparison

	1st Quarter		April		May		June		Year to Date		Annual	% of
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
<b>REVENUES:</b>												
RENTALS	5,692	9,761	22,016	29,908	42,848	52,157	57,025	59,888	127,581	151,714	321,550	47%
PASSES /USER FEES	157,178	174,750	18,442	32,785	5,031	11,725	5,552	1,930	186,203	221,190	187,100	118%
DAILY /USER FEES	29,328	68,043	102,144	146,068	176,307	199,299	229,279	220,978	537,058	634,388	1,312,400	48%
PROGRAM FEES	8,511	25,881	12,398	21,287	14,357	9,265	9,163	4,465	44,429	60,898	68,500	89%
MERCHANDISE SALES	1,700	2,181	3,377	4,660	6,644	6,174	7,222	8,987	18,943	22,002	45,000	49%
OTHER	(9,063)	(8,557)	(3,185)	(3,738)	(3,577)	(8,025)	(4,054)	(7,336)	(19,879)	(27,656)	(42,000)	66%
<b>TOTAL REVENUE</b>	<b>193,346</b>	<b>272,059</b>	<b>155,192</b>	<b>230,970</b>	<b>241,610</b>	<b>270,595</b>	<b>304,187</b>	<b>288,912</b>	<b>894,335</b>	<b>1,062,536</b>	<b>1,892,550</b>	<b>56%</b>
2020 Actual		130,923		3,275		163,346		345,900		643,444	1,896,909	34%
<b>EXPENDITURES:</b>												
FULL TIME SALARIES	154,461	141,968	47,801	65,377	73,740	50,404	52,061	55,564	328,063	313,313	657,756	48%
PART TIME SALARIES	11,311	10,807	21,600	31,948	44,550	29,040	35,842	35,302	113,303	107,097	316,298	34%
FRINGE BENEFITS	104,284	86,395	24,199	23,012	25,762	21,597	25,446	19,895	179,691	150,899	301,975	50%
CONTRACTUAL SERVICES	15,029	12,438	9,095	5,488	11,942	4,557	5,032	8,696	41,098	31,179	99,765	31%
COMMODITIES	33,904	14,374	8,808	18,825	19,620	11,934	9,457	37,180	71,789	82,313	203,141	41%
MERCHANDISE	13,807	15,121	5,769	2,616	370	1,742	4,573	2,745	24,519	22,224	37,742	59%
UTILITIES	23,358	16,400	6,253	5,342	7,554	5,871	5,881	3,232	43,046	30,845	89,506	34%
SALES TAX/OTHER	35	18	150	178	368	416	724	551	1,277	1,163	4,892	24%
<b>TOTAL EXPENDITURES</b>	<b>356,189</b>	<b>297,521</b>	<b>123,675</b>	<b>152,786</b>	<b>183,906</b>	<b>125,561</b>	<b>139,016</b>	<b>163,165</b>	<b>802,786</b>	<b>739,033</b>	<b>1,711,075</b>	<b>43%</b>
2020 Actual		328,111		90,046		134,566		109,854		662,577	1,401,029	47%
REVENUE OVER(UNDER) EX	(162,843)	(25,462)	31,517	78,184	57,704	145,034	165,171	125,747	91,549	323,503	181,475	

# **MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS**

Revenue Recap by yr:

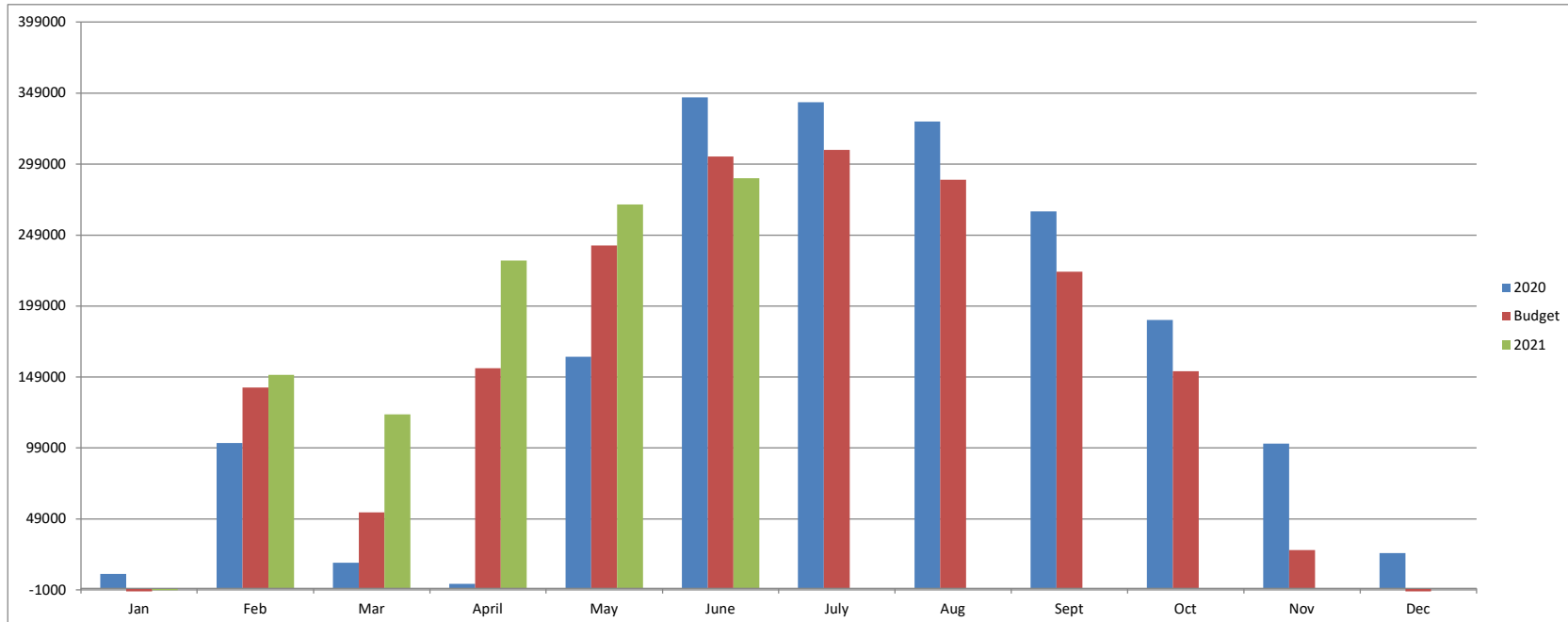
2019			2020			2021				YTD	Annual
	Month	YTD		Month	YTD		Month	YTD		Actual	Budget
Jan	(836)	(836)	Jan	10,199	10,199	Jan	(1,249)	(1,249)			
Feb	143,004	142,168	Feb	102,495	112,694	Feb	150,517	149,268	Revenue	1,062,535	1,892,550
Mar	47,682	189,850	Mar	18,228	130,922	Mar	122,791	272,059	Expenditures		
April	128,132	317,982	April	3,275	134,197	April	230,970	503,029	Full Time	313,313	657,756
May	192,137	510,119	May	163,346	297,544	May	270,595	773,624	Part Time	107,097	316,298
June	236,659	746,778	June	345,900	643,444	June	288,911	1,062,535	Benefits	150,899	301,975
July	239,787	986,565	July	342,668	986,112	July	-	-	Contractual	31,179	99,766
Aug	221,117	1,207,682	Aug	328,846	1,314,958	Aug	-	-	Commodities	104,537	240,883
Sept	173,427	1,381,109	Sept	265,554	1,580,512	Sept	-	-	Utilities	32,008	94,398
Oct	118,113	1,499,222	Oct	189,220	1,769,732	Oct	-	-		739,033	1,711,076
Nov	21,700	1,520,922	Nov	102,195	1,871,927	Nov	-	-	Net	323,502	181,474
Dec	(840)	1,520,082	Dec	24,982	1,896,909	Dec	-	-			
Budget		1,557,530			1,560,592			1,892,550			



**MT PROSPECT PARK DISTRICT**  
**GOLF COURSE MONTHLY RECEIPTS**  
 Budget Progress

Revenue Recap by yr:

2020			2021 Budget			2021 Actual		
	Month	YTD		Month	YTD		Month	YTD
Jan	10,199	10,199	Jan	(1,921)	(1,921)	Jan	(1,249)	(1,249)
Feb	102,495	112,694	Feb	141,566	139,645	Feb	150,517	149,268
Mar	18,228	130,922	Mar	53,700	193,345	Mar	122,791	272,059
April	3,275	134,197	April	155,193	348,538	April	230,970	503,029
May	163,346	297,544	May	241,610	590,148	May	270,595	773,624
June	345,900	643,444	June	304,188	894,336	June	288,911	1,062,535
July	342,668	986,112	July	309,068	1,203,404	July	-	-
Aug	328,846	1,314,958	Aug	287,977	1,491,381	Aug	-	-
Sept	265,554	1,580,512	Sept	223,070	1,714,451	Sept	-	-
Oct	189,220	1,769,732	Oct	153,071	1,867,522	Oct	-	-
Nov	102,195	1,871,927	Nov	27,037	1,894,559	Nov	-	-
Dec	24,982	1,896,909	Dec	(2,009)	1,892,550	Dec	-	-
Budget		1,560,592			1,892,550			1,892,550



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

	2018	2019	2020	2021	Change From Prior Year
<b>REVENUES:</b>					
RENTALS	102,242	110,380	72,982	151,714	108%
PASSES /USER FEES	181,190	184,311	177,711	221,190	24%
DAILY /USER FEES	355,929	381,172	362,315	634,388	75%
PROGRAM FEES	50,684	54,810	37,135	60,898	64%
MERCHANDISE SALES	21,052	25,431	13,254	22,002	66%
CORPORATE SPONSORS	0	0			n/a
OTHER	(9,316)	(9,326)	(19,953)	(27,656)	39%
<b>TOTAL REVENUE</b>	<b>701,781</b>	<b>746,778</b>	<b>643,444</b>	<b>1,062,536</b>	<b>65%</b>
 % of Budget	 44%	 48%	 41%	 56%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	300,476	305,156	291,582	313,313	7%
PART TIME SALARIES	121,290	107,705	72,059	107,097	49%
FRINGE BENEFITS	140,395	143,148	148,301	150,899	2%
CONTRACTUAL SERVICES	35,813	39,042	30,764	31,179	1%
COMMODITIES	97,746	69,051	59,193	82,313	39%
MERCHANDISE	32,732	29,977	25,616	22,224	-13%
UTILITIES	49,416	42,127	34,738	30,845	-11%
SALES TAX/OTHER	1,113	1,406	322	1,163	261%
<b>TOTAL EXPENDITURES</b>	<b>778,981</b>	<b>737,612</b>	<b>662,574</b>	<b>739,033</b>	<b>12%</b>
 % of Budget	 49%	 44%	 39%	 43%	
 REVENUE OVER(UNDER) EXP	 (77,200)	 9,166	 (19,131)	 323,503	
 BUDGET REVENUE	 1,577,565	 1,557,530	 1,560,592	 1,892,550	
BUDGET EXPENSE	1,605,366	1,683,180	1,686,603	1,711,076	

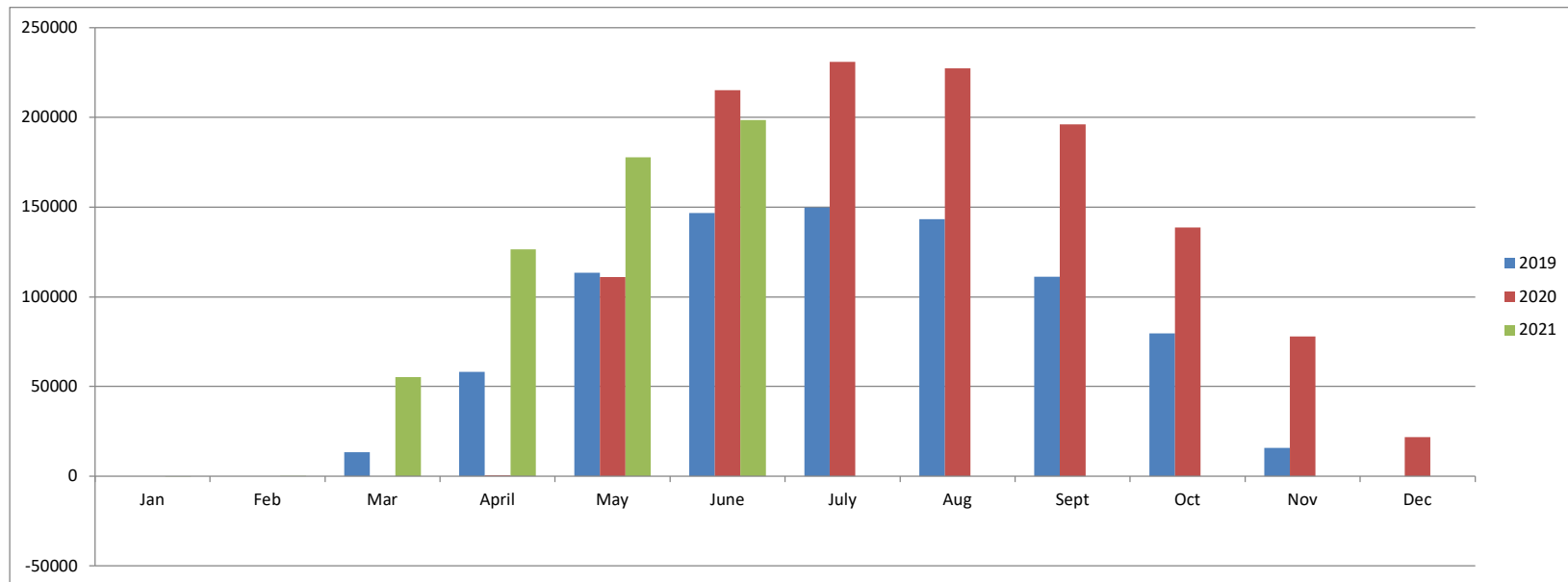
**MOUNT PROSPECT PARK DISTRICT  
GOLF COURSE Department by Function  
For Six Months Ended 6-30-2021**

ACCOUNT NAMES		ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
TOTALS								
REVENUES:								
RENTAL	151,714	151,714	-	-	-	-	-	-
PASSES /USER FEES	221,190	221,190	-	-	-	-	-	-
DAILY /USER FEES	634,388	569,942	-	-	64,446	-	-	-
PROGRAM FEES	60,898	1,035	-	-	-	57,415	2,448	-
MERCHANDISE SALES	22,002			22,002				
OTHER	(27,657)	(27,657)						
SPONSORSHIPS	-							
TOTAL REVENUE	1,062,535	916,224	-	22,002	64,446	57,415	2,448	-
% of Budget	56%	55%	n/a	49%	59%	115%	14%	n/a
EXPENDITURES:								
FULL TIME SALARIES	313,313	183,442	92,885			7,078		29,907
PART TIME SALARIES	107,097	40,341	60,865	-		360		5,531
FRINGE BENEFITS	150,899	48,021	83,710			997		18,171
CONTRACTUAL SERVICES	31,179	18,658	1,562			4,850		6,108
COMMODITIES	82,313	7,954	56,969	-	6,262	2,664	4,259	4,205
MERCHANDISE	22,224			22,224				
UTILITIES	30,845	8,205	12,188					10,452
SALES TAX	1,163			1,163				
TOTAL EXPENDITURES	739,031	306,621	308,179	23,387	6,262	15,949	4,259	74,375
% of Budget	43%	48%	39%	54%	104%	34%	48%	46%
REVENUE OVER(UNDER) EXP	323,504	609,604	(308,179)	(1,385)	58,184	41,466	(1,811)	(74,375)
CHANGE FROM LAST YR + ( - )								
REVENUE	419,091	350,674	-	8,748	35,916	21,305	2,448	-
EXPENDITURES	76,457	45,777	3,931	(2,597)	382	15,949	4,259	8,756
NET	342,634	304,897	(3,931)	11,344	35,535	5,356	(1,811)	(8,756)
% CHANGE FROM LAST YEAR								
REVENUE	65	62	n/a	66	126	59	n/a	n/a
EXPENDITURES	12	18	1	(10)	6	n/a	n/a	13

**MT PROSPECT PARK DISTRICT**  
**Golf Course**  
**Green Fees**

Revenue Recap by yr:

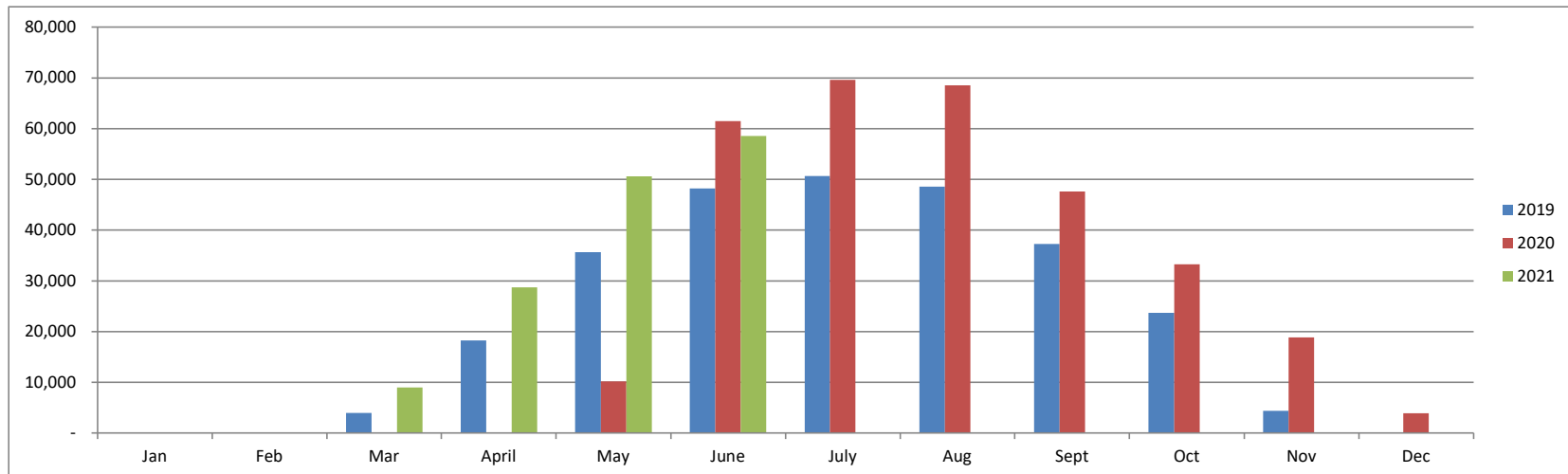
2019			2020			2021				
	Month	YTD		Month	YTD		Month	YTD		
Jan	-	-	Jan	-	-	Jan	(152)	(152)	19 Budget	841,500
Feb	-	-	Feb	-	-	Feb	9	(143)	20 Budget	847,875
Mar	13,472	13,472	Mar	-	-	Mar	55,256	55,114	21 Budget	1,195,000
April	58,151	71,623	April	531	531	April	126,468	181,582		
May	113,353	184,976	May	110,915	111,446	May	177,810	359,392		
June	146,669	331,645	June	215,264	326,710	June	198,574	557,966		
July	149,880	481,525	July	231,084	557,794	July	-	557,966		
Aug	143,281	624,806	Aug	227,357	785,151	Aug	-	557,966		
Sept	111,161	735,967	Sept	196,131	981,282	Sept	-	557,966		
Oct	79,570	815,537	Oct	138,602	1,119,885	Oct	-	557,966		
Nov	15,855	831,392	Nov	77,982	1,197,867	Nov	-	557,966		
Dec	-	831,392	Dec	21,840	1,219,707	Dec	-	557,966		



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

Revenue Recap by yr:

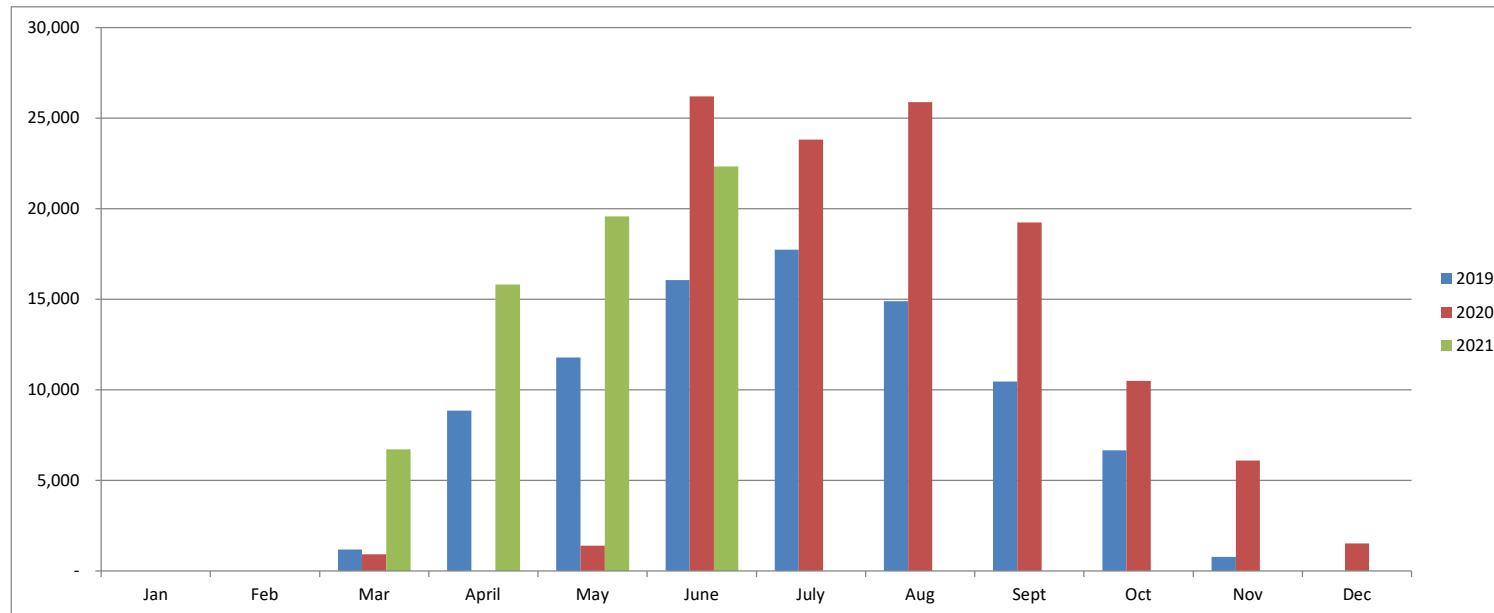
2019			2020			2021				
	Month	YTD		Month	YTD		Month	YTD		
Jan	0	0	Jan	0	0	Jan	0	0	19 Budget	279,125
Feb	0	0	Feb	0	0	Feb	0	0	20 Budget	282,313
Mar	3,984	3,984	Mar	-	-	Mar	8,982	8,982	21 Budget	315,000
April	18,257	22,241	April	-	-	April	28,707	37,689		
May	35,640	57,881	May	10,207	10,207	May	50,604	88,293		
June	48,198	106,079	June	61,459	71,666	June	58,554	146,847		
July	50,673	156,752	July	69,596	141,262	July	-	-		
Aug	48,602	205,354	Aug	68,525	209,787	Aug	-	-		
Sept	37,234	242,588	Sept	47,597	257,384	Sept	-	-		
Oct	23,685	266,273	Oct	33,278	290,661	Oct	-	-		
Nov	4,382	270,655	Nov	18,880	309,541	Nov	-	-		
Dec	-	270,655	Dec	3,906	313,447	Dec	-	146,847		



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

Revenue Recap by yr:

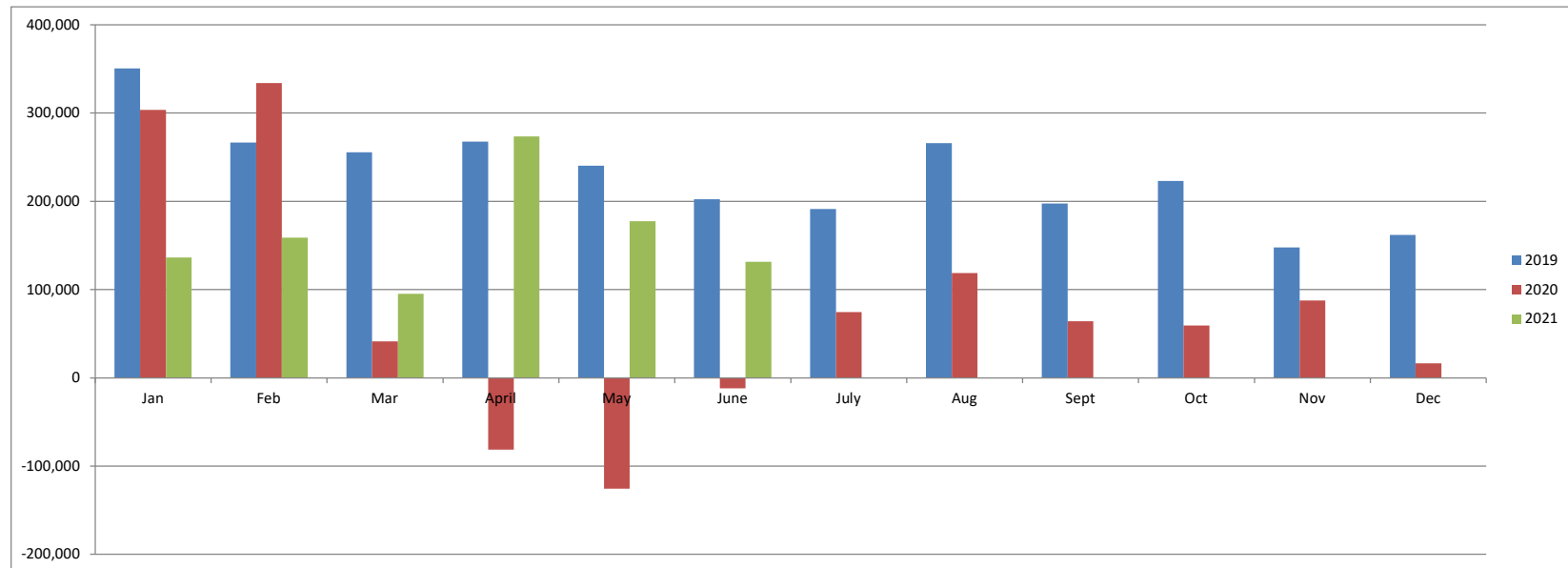
2019			2020			2021			19 Budget	20 Budget	21 Budget
Month	YTD		Month	YTD		Month	YTD				
Jan	-	-	Jan	-	-	Jan	-	-	92,500		
Feb	-	-	Feb	-	-	Feb	-	-		93,000	
Mar	1,190	1,190	Mar	920	920	Mar	6,712	6,712			110,000
April	8,852	10,042	April	-	-	April	15,821	22,533			
May	11,780	21,822	May	1,409	2,329	May	19,574	42,107			
June	16,060	37,882	June	26,200	28,529	June	22,338	64,446			
July	17,741	55,623	July	23,825	52,354	July	-	-			
Aug	14,902	70,525	Aug	25,874	78,228	Aug	-	-			
Sept	10,456	80,981	Sept	19,250	97,478	Sept	-	-			
Oct	6,674	87,655	Oct	10,495	107,974	Oct	-	-			
Nov	771	88,426	Nov	6,090	114,064	Nov	-	-			
Dec	-	88,426	Dec	1,536	115,600	Dec	-	64,446			



# **MT PROSPECT PARK DISTRICT PROGRAM REVENUE**

Revenue Recap by yr:

<b>2019</b>			<b>2020</b>			<b>2021</b>			YTD	Annual
Month	YTD		Month	YTD		Month	YTD		Actual	Budget
Jan	350,551	350,551	Jan	303,829	303,829	Jan	136,317	136,317		
Feb	266,642	617,193	Feb	333,809	637,638	Feb	158,740	295,057	Revenue	972,906
Mar	255,628	872,821	Mar	41,350	678,988	Mar	95,172	390,229	Expenditures	977,635
April	267,503	1,140,324	April	(81,438)	597,550	April	273,709	663,938	Part Time	173,544
May	240,415	1,380,739	May	(125,348)	472,202	May	177,481	841,419	Contractual	33,501
June	202,179	1,582,918	June	(12,029)	460,173	June	131,487	972,906	Commodities	105,647
July	191,248	1,774,166	July	74,654	534,827	July	-	972,906		312,692
Aug	265,897	2,040,063	Aug	118,637	653,464	Aug	-	972,906	Net	836,039
Sept	197,468	2,237,531	Sept	64,137	717,601	Sept	-	972,906		660,214
Oct	222,972	2,460,503	Oct	59,224	776,825	Oct	-	972,906		141,596
Nov	147,708	2,608,211	Nov	87,528	864,353	Nov	-	972,906		
Dec	161,945	2,770,156	Dec	16,570	880,923	Dec	-	972,906		
<b>Budget</b>			<b>Budget</b>			<b>Budget</b>				
	<b>2,821,232</b>			<b>2,655,957</b>			<b>977,635</b>			



MOUNT PROSPECT PARK DISTRICT  
PROGRAMS Department by Function  
For Six Months Ended 6-30-21

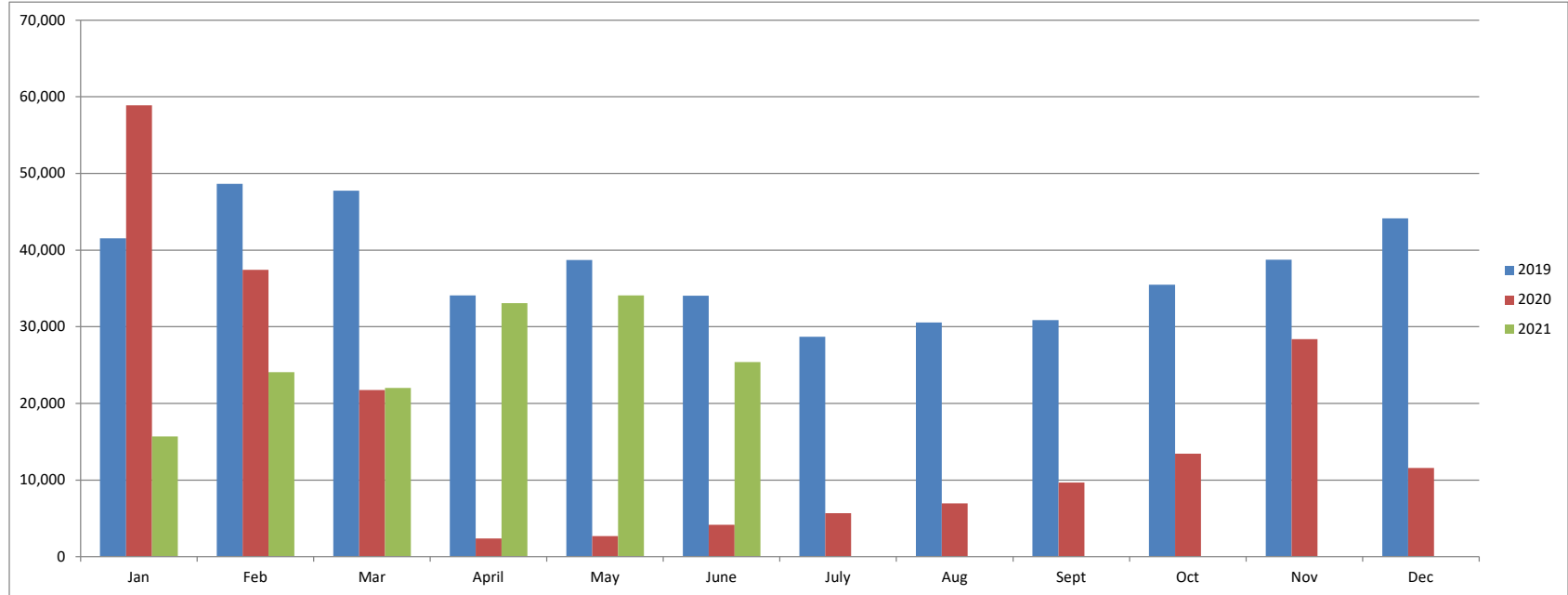
ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	973,020	326,844	16,350	268,898	41,965	13,180	171,555	134,228
CHILD CARE	(114)	(114)						
DONATIONS	-							
TOTAL REVENUE	972,906	326,730	16,350	268,898	41,965	13,180	171,555	134,228
% of Budget	100%	129%	71%	122%	52%	203%	78%	78%
EXPENDITURES:								
PART TIME SALARIES	173,544	45,499	5,635	12,829	25,194	258	81,424	2,706
CONTRACTUAL SERVICES	33,501	2,720	9,466	12,143		1,400	-	7,772
COMMODITIES	105,647	1,305	3,213	22,358	2,828	3,901	19,138	52,905
UTILITIES	-							
TOTAL EXPENDITURES	312,692	49,523	18,315	47,329	28,022	5,559	100,562	63,383
% of Budget	37%	23%	60%	26%	43%	33%	48%	54%
REVENUE OVER(UNDER) EXP	660,214	277,206	(1,965)	221,570	13,943	7,621	70,993	70,845
CHANGE FROM LAST YR + ( - )								
REVENUE	512,733	181,503	1,952	235,455	(10,319)	8,485	108,750	(13,092)
EXPENDITURES	(80,621)	(83,437)	3,898	(5,185)	(9,770)	144	15,741	(2,012)
NET	593,355	264,941	(1,946)	240,640	(549)	8,341	93,009	(11,080)
% CHANGE FROM LAST YEAR								
REVENUE	111	125	14	704	(20)	181	173	(9)
EXPENDITURES	(20)	(63)	27	(10)	(26)	3	19	(3)
2021 BUDGET REVENUE	977,635	253,780	23,000	220,000	80,000	6,500	221,355	173,000
2021 BUDGET EXPEND	836,039	216,500	30,703	181,135	65,420	17,079	207,548	117,654
2020 REVENUE	460,173	145,226	14,398	33,444	52,284	4,695	62,805	147,320
2020 EXPENDITURES	393,314	132,961	14,416	52,514	37,792	5,415	84,822	65,395



# **MT PROSPECT PARK DISTRICT RECPLEX**

Revenue Recap by yr:

2019			2020			2021			YTD Actual	Annual Budget
Month	YTD		Month	YTD		Month	YTD			
Jan	41,556	41,556	Jan	58,917	58,917	Jan	15,669	15,669	Revenue	154,310
Feb	48,671	90,227	Feb	37,397	96,314	Feb	24,079	39,748		
Mar	47,734	137,961	Mar	21,739	118,053	Mar	22,013	61,761	Expenditures	161,356
April	34,070	172,031	April	2,349	120,401	April	33,075	94,836		
May	38,716	210,747	May	2,672	123,073	May	34,094	128,930	Full Time	156,643
June	34,059	244,806	June	4,150	127,223	June	25,380	154,310	Part Time	8,761
July	28,698	273,504	July	5,672	132,895	July	-	-	Benefits	84,906
Aug	30,568	304,072	Aug	6,930	139,825	Aug	-	-	Contractual	89,596
Sept	30,855	334,927	Sept	9,673	149,498	Sept	-	-	Commodities	17,612
Oct	35,490	370,417	Oct	13,441	162,939	Oct	-	-	Utilities	76,933
Nov	38,747	409,164	Nov	28,398	191,337	Nov	-	-		434,451
Dec	44,153	453,318	Dec	11,578	202,915	Dec	-	-	Net	(280,141)
Budget			Budget			Budget				1,068,362
										(907,006)



**MT PROSPECT PARK DISTRICT  
RECPLEX FACILITY REVENUE REPORT  
JUNE 2021**

		<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
		This	Last	This	Last	Change	% Change
RENTALS							
Building Rental		5,435	-	56,765	14,924	41,841	280%
Total		5,435	-	56,765	14,924	41,841	280%
PASS SALES							
All Facility		8,097	1,430	42,136	31,540	10,596	34%
Gym & Track		(37)	(249)	(174)	11,074	(11,248)	-102%
Fitness		10,241	(358)	47,925	50,881	(2,956)	-6%
Total		18,301	824	89,887	93,494	(3,607)	-4%
DAILY FEES							
All Facility		-	-	20	55	(35)	-64%
Gym & Track		293	-	451	10,524	(10,073)	-96%
Fitness		433	-	1,779	1,541	238	15%
Racquetball		32	-	386	1,595	(1,209)	-76%
Playport		-	-	0	0	-	0%
Total		758	-	2,636	13,715	(11,079)	-81%
PROGRAM FEES							
Special Programs		1,508	1,986	7,158	2,452	4,706	192%
Total		1,508	1,986	7,158	2,452	4,706	192%
CONCESSIONS							
Merchandise		94	-	323	1,215	(892)	-73%
Vending		-	1,566	233	3,477	(3,243)	-93%
Total		94	1,566	556	4,692	(4,135)	-88%
OTHER						-	
Visa Charges / OvSt		(716)	(111)	(2,692)	(2,054)	(638)	31%
TOTAL		25,380	4,264	154,310	127,223	27,087	21%

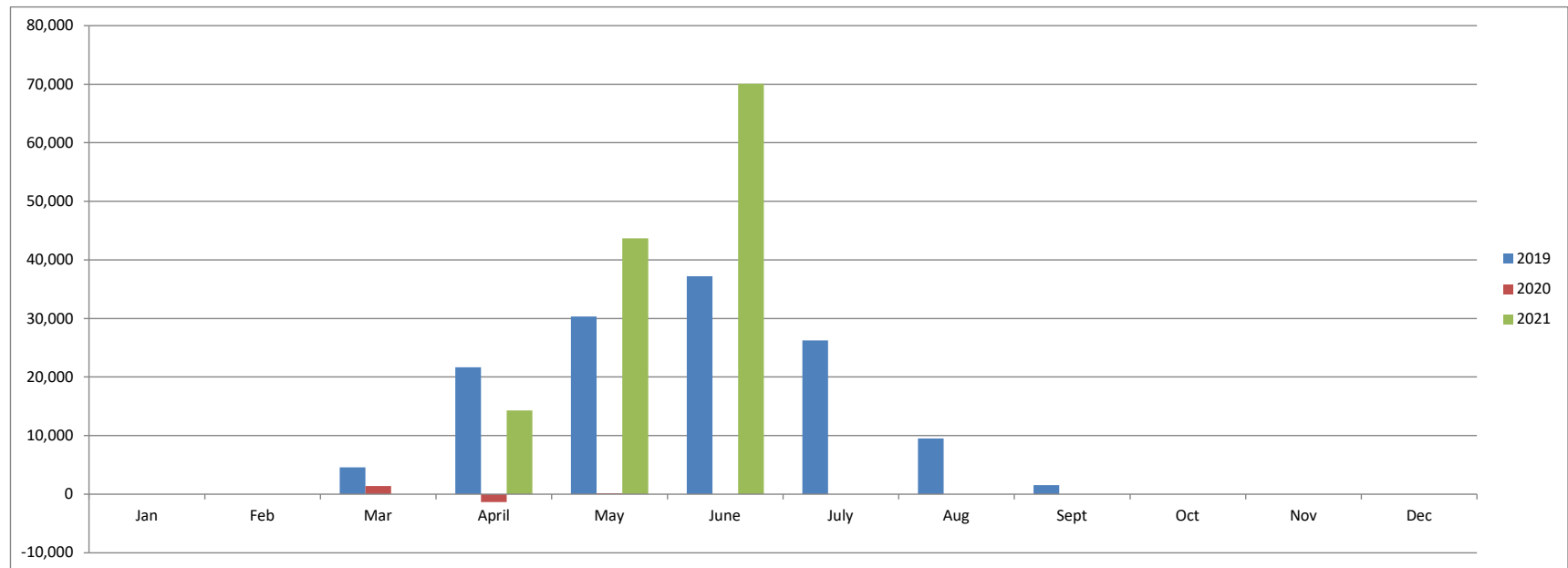
Mount Prospect Park District  
**RECPLEX FACILITY**  
thru June

	2018	2019	2020	2021	Change From Prior Year
<b>REVENUES:</b>					
RENTALS	38,296	34,910	14,924	56,765	280%
PASSES /USER FEES	182,375	188,039	93,494	89,887	-4%
DAILY /USER FEES	34,471	29,072	13,715	2,636	-81%
PROGRAM FEES	11,041	5,140	2,452	7,158	192%
MERCHANDISE & VENDING	8,627	7,729	4,692	556	-88%
OTHER/visa	(19,997)	(20,083)	(2,054)	(2,692)	31%
<b>TOTAL REVENUE</b>	<b>254,813</b>	<b>244,807</b>	<b>127,223</b>	<b>154,310</b>	<b>21%</b>
% of Budget	51%	54%	27%	96%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	109,121	145,187	105,519	156,643	48%
PART TIME SALARIES	129,627	147,592	75,484	87,619	16%
FRINGE BENEFITS	43,454	70,881	61,715	84,906	38%
CONTRACTUAL SERVICES	41,511	28,513	17,094	10,671	-38%
COMMODITIES	20,276	27,208	25,370	17,612	-31%
MERCHANDISE	1,217	1,288	958	25	-97%
UTILITIES	90,183	94,310	91,136	76,973	-16%
<b>TOTAL EXPENDITURES</b>	<b>435,389</b>	<b>514,979</b>	<b>377,276</b>	<b>434,449</b>	<b>15%</b>
% of Budget	41%	46%	33%	41%	
REVENUE OVER(UNDER) EXP	(180,576)	(270,172)	(250,053)	(280,139)	
BUDGET REVENUE	496,111	455,032	467,240	161,356	
BUDGET EXPENSE	1,074,190	1,120,314	1,136,761	1,068,362	

# **MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE**

Revenue Recap by yr:

<b>2019</b>			<b>2020</b>			<b>2021</b>			YTD	Annual
Month	YTD		Month	YTD		Month	YTD		Actual	Budget
Jan	-	-	Jan	-	-	Jan	-	-		
Feb	-	-	Feb	-	-	Feb	-	-		
Mar	4,562	4,562	Mar	1,365	1,365	Mar	-	-	Revenue	128,022
April	21,637	26,199	April	(1,365)	-	April	14,283	14,283	Expenditures	77,300
May	30,338	56,537	May	118	118	May	43,683	57,966	Part Time	34,903
June	37,177	93,714	June	-	118	June	70,056	128,022	Utilities	15,820
July	26,240	119,954	July	-	118	July	-	128,022	Commodities	14,773
Aug	9,484	129,438	Aug	-	118	Aug	-	128,022		65,496
Sept	1,518	130,956	Sept	-	118	Sept	-	128,022	Net	238,932
Oct	-	130,956	Oct	350	468	Oct	-	128,022		62,526
Nov	-	130,956	Nov	-	468	Nov	-	128,022		(161,632)
Dec	-	130,956	Dec	-	468	Dec	-	128,022		
<b>Budget</b>			<b>165,280</b>			<b>145,184</b>			<b>77,300</b>	



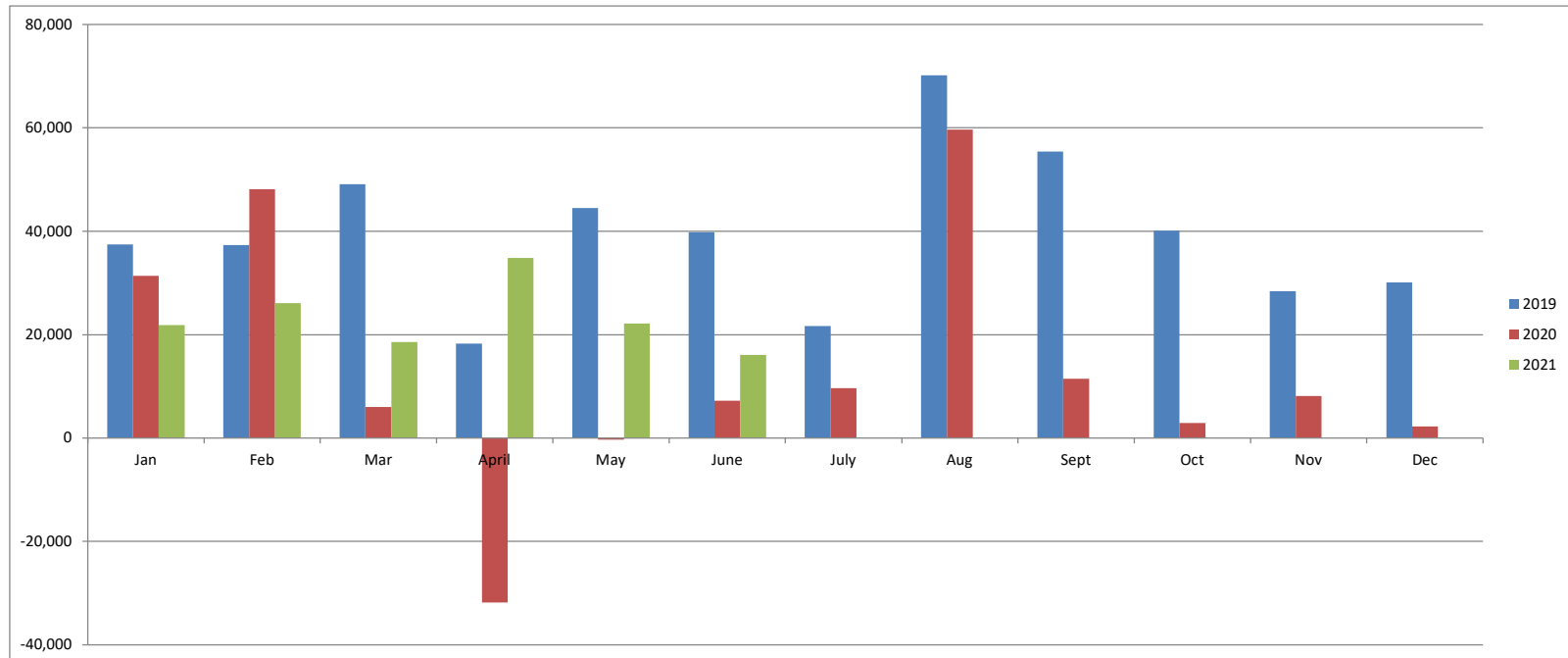
Mount Prospect Park District  
**MEADOWS POOL**  
thru June

	2018	2019	2020	2021	Change From Prior Year
<b>REVENUES:</b>					
BUILDING RENTAL	1,100	918		644	n/a
PASSES /USER FEES	53,080	52,478	118	76,502	n/a
DAILY /USER FEES	19,682	9,985		20,281	n/a
PROGRAM FEES	39,053	30,334		30,595	n/a
CONCESSION SALES					
MERCHANDISE SALES					
<b>TOTAL REVENUE</b>	<b>112,915</b>	<b>93,715</b>	<b>118</b>	<b>128,022</b>	<b>n/a</b>
 % of Budget	 65%	 57%	 0%	 166%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES					
PART TIME SALARIES	28,692	26,874	177	34,903	19619%
FRINGE BENEFITS					n/a
CONTRACTUAL SERVICES	3,159	6,319	3,264	4,305	n/a
COMMODITIES	7,664	14,849	1,688	10,468	520%
UTILITIES	12,776	13,545	14,106	15,820	12%
SALES TAX/OTHER					
<b>TOTAL EXPENDITURES</b>	<b>52,291</b>	<b>61,587</b>	<b>19,235</b>	<b>65,496</b>	<b>241%</b>
 % of Budget	 26%	 28%	 9%	 27%	
 REVENUE OVER(UNDER) EXP	 60,624	 32,128	 (19,117)	 62,526	
 BUDGET REVENUE	 174,127	 165,280	 145,184	 77,300	
BUDGET EXPENSE	200,241	220,891	216,330	238,932	

**MT PROSPECT PARK DISTRICT  
RECPLEX POOL REVENUE**

Revenue Recap by yr:

<b>2019</b>			<b>2020</b>			<b>2021</b>			Revenue	YTD Actual	Annual Budget
Month	YTD		Month	YTD		Month	YTD				
Jan	37,473	37,473	Jan	31,372	31,372	Jan	21,868	21,868			
Feb	37,326	74,799	Feb	48,169	79,541	Feb	26,125	47,993			
Mar	49,087	123,886	Mar	5,992	85,533	Mar	18,536	66,529	Revenue	139,603	131,000
April	18,254	142,140	April	(31,847)	53,686	April	34,861	101,390	Expenditures		
May	44,492	186,632	May	(321)	53,365	May	22,139	123,529	Full Time	42,972	90,152
June	39,854	226,486	June	7,232	60,597	June	16,074	139,603	Part Time	92,834	248,123
July	21,687	248,173	July	9,644	70,241	July	-	-	Benefits	15,444	31,790
Aug	70,164	318,337	Aug	59,657	129,898	Aug	-	-	Commodities	9,654	41,438
Sept	55,434	373,771	Sept	11,495	141,393	Sept	-	-	Utilities	18,519	65,000
Oct	40,130	413,901	Oct	2,889	144,282	Oct	-	-		179,423	476,503
Nov	28,383	442,284	Nov	8,145	152,427	Nov	-	-	Net	(39,820)	(345,503)
Dec	30,083	472,367	Dec	2,277	154,704	Dec	-	-			
<b>Budget 481,418</b>			<b>472,791</b>			<b>131,000</b>					



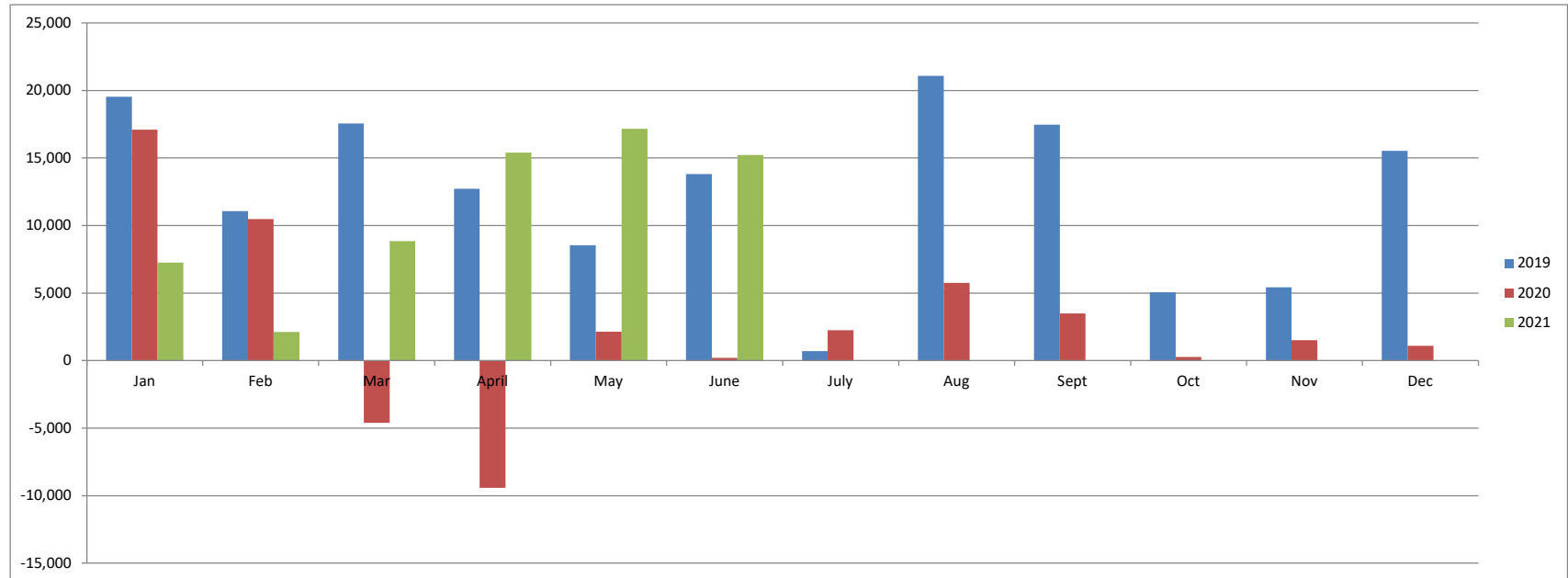
Mount Prospect Park District  
**REC PLEX POOL**  
thru June

	2018	2019	2020	2021	Change From Prior Year
<b>REVENUES:</b>					
BUILDING RENTAL	664	1,805	35	5,600	15900%
PASSES /USER FEES	49,883	54,922	24,081	263	-99%
DAILY /USER FEES	6,033	5,081	1,579	2,110	34%
PROGRAM FEES	183,579	164,678	34,902	131,630	277%
CONCESSION SALES					
MERCHANDISE SALES					
<b>TOTAL REVENUE</b>	<b>240,159</b>	<b>226,486</b>	<b>60,597</b>	<b>139,603</b>	<b>130%</b>
 % of Budget	 51%	 47%	 13%	 107%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	61,739	62,435	53,489	42,972	-20%
PART TIME SALARIES	139,088	131,703	74,385	92,834	25%
FRINGE BENEFITS	29,808	14,549	12,711	15,444	21%
CONTRACTUAL SERVICES	4,198	5,208	2,135	2,065	-3%
COMMODITIES	15,174	11,533	10,218	7,589	-26%
UTILITIES	22,500	23,227	21,283	18,519	-13%
SALES TAX/OTHER					
<b>TOTAL EXPENDITURES</b>	<b>272,507</b>	<b>248,655</b>	<b>174,221</b>	<b>179,423</b>	<b>3%</b>
 % of Budget	 51%	 44%	 31%	 38%	
 REVENUE OVER(UNDER) EXP	 (32,348)	 (22,169)	 (113,624)	 (39,820)	
 BUDGET REVENUE	 472,887	 481,418	 472,791	 131,000	
BUDGET EXPENSE	537,112	559,121	561,842	476,503	

# MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

Revenue Recap by yr:

2019			2020			2021				YTD	Annual
Month	YTD		Month	YTD		Month	YTD			Actual	Budget
Jan	19,528	19,528	Jan	17,094	17,094	Jan	7,255	7,255	Revenue	66,006	50,250
Feb	11,052	30,580	Feb	10,480	27,574	Feb	2,130	9,385	Expenditures		
Mar	17,559	48,139	Mar	(4,617)	22,957	Mar	8,853	18,238	Part Time	903	13,000
April	12,712	60,851	April	(9,424)	13,533	April	15,397	33,635	Contractual	-	25,000
May	8,530	69,381	May	2,145	15,677	May	17,148	50,783	Commodities	-	1,500
June	13,803	83,184	June	202	15,879	June	15,223	66,006		903	39,500
July	719	83,903	July	2,247	18,126	July	-	-	Net	65,103	10,750
Aug	21,079	104,982	Aug	5,751	23,877	Aug	-	-			
Sept	17,460	122,442	Sept	3,482	27,359	Sept	-	-			
Oct	5,062	127,504	Oct	259	27,618	Oct	-	-			
Nov	5,420	132,924	Nov	1,508	29,126	Nov	-	-			
Dec	15,521	148,445	Dec	1,088	30,214	Dec	-	-			
<b>Budget</b>			<b>140,800</b>			<b>137,168</b>			<b>50,250</b>		





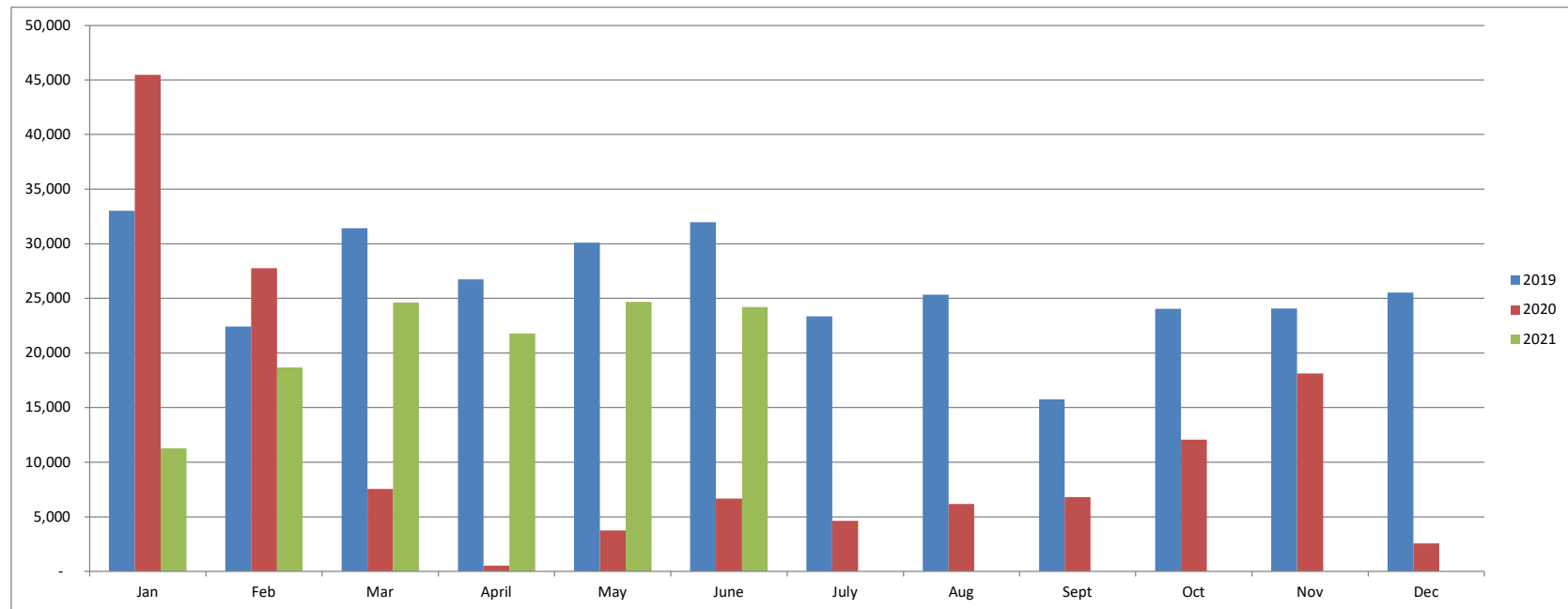
**MOUNT PROSPECT PARK DISTRICT**  
**CENTRAL PROGRAMS Department by Function**  
**Month Ended 6-30-21**

ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	ADULT	ATHLETICS YOUTH
REVENUES:				
PROGRAM FEES	66,006	15,886	7,150	42,970
CHILD CARE	-			
DONATIONS	-		-	
TOTAL REVENUE	66,006	15,886	7,150	42,970
% of Budget	131%	78%	n/a	143%
EXPENDITURES:				
PART TIME SALARIES	903	903		
CONTRACTUAL SERVICES	-			
COMMODITIES	-			
TOTAL EXPENDITURES	903	903	-	-
% of Budget	2%	6%	n/a	0%
REVENUE OVER(UNDER) EXP	65,103	14,983	7,150	42,970
CHANGE FROM LAST YR + ( - )				
REVENUE	50,127	10,964	7,150	32,013
EXPENDITURES	(8,227)	(8,227)	-	(0)
NET	58,354	19,191	7,150	32,013
% CHANGE FROM LAST YEAR				
REVENUE	316	223	n/a	292
EXPENDITURES	(90)	(90)	n/a	(100)

# **MT PROSPECT PARK DISTRICT CENTRAL COMMUNITY CENTER**

Revenue Recap by yr:

2019			2020			2021			YTD Actual	Annual Budget
Month	YTD		Month	YTD		Month	YTD			
Jan	33,017	33,017	Jan	45,474	45,474	Jan	11,258	11,258	Revenue	125,210
Feb	22,434	55,451	Feb	27,766	73,240	Feb	18,674	29,932		
Mar	31,440	86,891	Mar	7,558	80,798	Mar	24,606	54,538	Expenditures	150,825
April	26,752	113,643	April	538	81,336	April	21,786	76,324		
May	30,084	143,727	May	3,762	85,098	May	24,689	101,013	Full Time	70,846
June	31,968	175,695	June	6,666	91,764	June	24,197	125,210	Part Time	67,212
July	23,356	199,051	July	4,625	96,389	July	-	-	Benefits	35,007
Aug	25,349	224,400	Aug	6,159	102,548	Aug	-	-	Contractual	11,637
Sept	15,760	240,160	Sept	6,797	109,345	Sept	-	-	Commodities	12,868
Oct	24,039	264,199	Oct	12,058	121,403	Oct	-	-	Utilities	27,811
Nov	24,061	288,260	Nov	18,123	139,526	Nov	-	-		225,381
Dec	25,538	313,798	Dec	2,551	142,077	Dec	-	-	Net	(100,171)
Budget			338,325			335,137				490,284
						162,957				(327,327)



**MT PROSPECT PARK DISTRICT  
CENTRAL FACILITY REVENUE REPORT  
JUNE 2021**

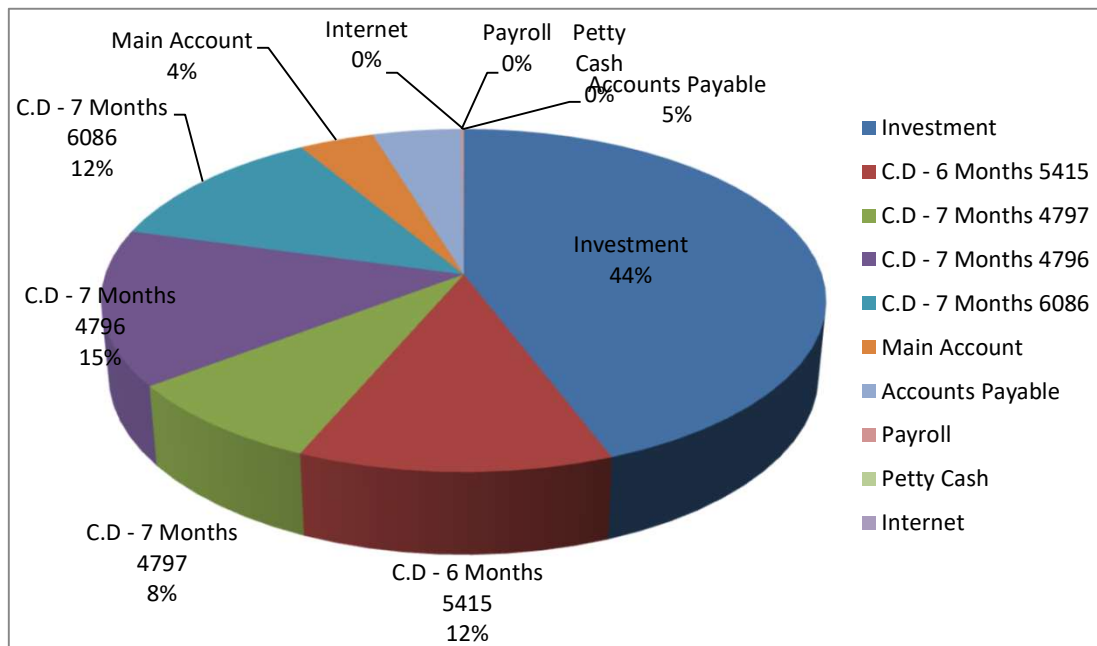
	MONTH		YEAR to DATE		Up/(Down)	
	This	Last	This	Last	Change	% Change
<b>RENTALS</b>						
Skate Rental		-		895	(895)	-100%
Building Rental	11,789	5,300	67,103	43,899	23,204	53%
	11,789	5,300	67,103	44,794	22,309	50%
<b>PASS SALES</b>						
Fitness	5,493	(129)	26,535	26,884	(348)	-1%
	5,493	(129)	26,535	26,884	(348)	-1%
<b>DAILY FEES</b>						
Gym Fees	126	-	5,178	5,150	28	1%
Fitness Center	127	-	622	405	217	54%
Inline Rink Fees	104	-	869	1,677	(808)	-48%
	357	-	6,669	7,232	(563)	-8%
<b>PROGRAM FEES</b>						
Youth Athletic Camps	1,670	960	4,655	960	3,695	0%
Youth Athletic Prog.	-	255	300	2,182	(1,882)	-86%
Special Programs	5,282	35	20,492	5,581	14,912	267%
	6,952	1,250	25,447	8,722	16,725	192%
<b>CONCESSIONS</b>						
Merchandise	145	-	1,301	914	387	42%
Vending	-	554	179	970	(790)	-82%
	145	554	1,480	1,884	(403)	-21%
<b>OTHER</b>						
Visa Charges / OvShrt	(539)	(82)	(2,025)	(1,523)	(502)	33%
<b>TOTAL</b>	<b>24,197</b>	<b>6,893</b>	<b>125,210</b>	<b>87,993</b>	<b>37,217</b>	<b>42%</b>

**Mt. Prospect Park District**  
**Statement of Account Balances**  
As of June 30, 2021

**Mt. Prospect State Bank**

Accounts	Maturity	Amount	Rate	Term
Investment	n/a	5,486,834	0.10%	Demand
C.D - 6 Months 5415	10/24/2021	1,512,274	0.08%	6 Months
C.D - 7 Months 4797	11/12/2021	1,018,754	0.30%	7 Months
C.D - 7 Months 4796	9/12/2021	1,819,016	0.30%	7 Months
C.D - 7 Months 6086	12/12/2021	1,502,612	0.30%	7 Months
Main Account	n/a	481,138	n/a	
Accounts Payable	n/a	565,480	n/a	
Payroll	n/a	15,886	n/a	
Petty Cash	n/a	3,150	n/a	
Internet		-		

Total Funds 12,405,144



**MT. PROSPECT PARK DISTRICT  
PROPERTY TAX  
MONTH ENDING  
6/30/2021**

<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
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
2018	10,417,103	1,645,671,872	0.633
2019	10,641,495	1,945,499,549	0.547

Tax Monies Received from January 1, 2021 through June 30, 2021 totals:  
\$5,826,647(of this total \$145,286 is Replacement Tax).

	<b>Type</b>	<b>2021 Taxes</b>	<b>2020 Taxes</b>
January	R	27,806	26,445
January		7,849	2,797
February		881,610	1,144,950
March	R	10,046	5,257
March		3,524,676	4,178,871
April	R	46,941	36,301
April		715,724	189,631
May	R	60,494	23,209
May		551,502	62,426
June			
July	R		24,113
July			1,244,288
August	R		17,819
August			2,652,629
September			103,596
October	R		22,589
October			701,172
November			2,296
December			17,662
December	R		5,846
<b>TOTAL</b>		<b>5,826,648</b>	<b>10,461,897</b>



# Executive Director

Board Report July 21, 2021

## Upcoming Programming Dates:

- Thursday, July 22: Thursday Concert – Billy Elton, 7:30-9 pm, Veterans Memorial Bandshell
- Thursday July 29: Friendship Park Improvements Open House 6:00 - 7:30 pm, Conservatory
- Sunday, August 1: Dancing Queen-ABBA Salute, 4-5:30 pm, Veterans Memorial Bandshell
- Monday, August 2 – Friday, August 6: Last week of Day Camp
- Wednesday, August 4: Blood Drive, 12 – 5 pm, RecPlex
- Friday, August 6: Movie at Meadows - “Finding Nemo”, 6:30-10 pm, Meadows Pool
- Monday, August 9: Fall Program Guide available online. Fall registration begins.
- Monday, August 9: Postseason hours begin Meadows Pool (Mon-Fri 5 - 8 pm, Sat-Sun 11 am - 6pm)
- Sunday, August 15: Patriots Travel Baseball tryouts, 9 am - 3 pm, Meadows / Lions Ballfields
- Saturday, August 21: 56 Artisan Fix, 12 – 5 pm, Veterans Memorial Bandshell

## Five Year Capital Improvement Plan

Staff has been working hard to compile a comprehensive five year Capital Improvement Plan for the District. This plan has been in the works for quite some time and will include proposed larger scale projects which are anticipated to come before the Board for consideration over the course of the next five years. The proposed projects included within this plan are those which staff feel will help address the anticipated needs and success of our District over the next five years. The proposed plan will take into account possible aquatic opportunities at Lions Park and RecPlex as well as future infrastructure needs of our District. Staff anticipates sharing a draft of this plan with our Board at the September 22nd Board meeting.

## Five Year Funding Schedule

Staff continues to meet with Lee Howard (GAI) and Aaron Gold (Speer Financial), in an effort to develop a funding schedule for the District’s large scale project needs over the next five years. This schedule will take into account annual funding for yearly capital expenditures as well as proposed large scale projects that will be included within the comprehensive Five Year Capital Improvement Plan. The schedule will include upcoming long term Bond Issuance opportunities as well as possible TIF funding for Lions Park improvements, possible grant opportunities and possible future donations. Staff anticipates sharing this document with our Board along with the Five Year Capital Plan at the September 22nd Board Meeting.

## Upcoming Meeting Reminders:

**Regular Board Meeting** - Wednesday, August 18, 2021 - 7 pm Central Community Center



## Golf Operations Report

July 2021 (January 1, 2021 through June 30, 2021)

Golf Rounds	2018	2019	2020*	2021	Variance '20 to '21
Paid Resident Rounds	1,996	1,967	945	2,488	1,543
Paid Non-Resident Rounds	9,012	9,631	8,810	14,139	5,329
Annual Membership Rounds	<u>1,989</u>	<u>2,216</u>	<u>1,536</u>	<u>2,597</u>	<u>1,061</u>
<b>Total Rounds</b>	<b>12,997</b>	<b>13,814</b>	<b>11,291</b>	<b>19,224</b>	<b>7,933</b>
Golf Lesson Participants	2018	2019	2020	2021	Variance '20 to '21
Adult Lessons	113	75	52	92	40
Youth Lessons/Leagues	<u>284</u>	<u>292</u>	<u>198</u>	<u>326</u>	<u>128</u>
<b>Total Participants</b>	<b>397</b>	<b>367</b>	<b>250</b>	<b>418</b>	<b>168</b>

\* 2020 had no golf rounds recorded in March and April due to Covid.

### News & Updates:

**Revenue:** July started out hot and dry and ended with the last 10 days being extremely wet, warm and humid. The golf course recorded just over 9" of rain for the month, which ranks as the 3rd wettest June in the 141 years of weather records. The month also ranked tied for the 4th warmest June on record. Despite this, we were still able to have a good revenue month. YTD revenue is up 60% over last season and 45% over the 2019 season, which both are our previous record revenue years. With the state and most of the country completely open now, we are seeing the leveling out of revenue across the region from the extremely high Covid numbers made last June-December. Regardless, we have budgeted for this and with the great head start, we should easily exceed annual budget numbers and set another new record for yearly revenue.

**Lessons:** The 1st 3-week session on summer youth lessons just ended with the next 3-week session starting on Monday, July 12th. Lesson participation continues to be at record highs for both our junior and adult classes, programs and leagues. The future of golf continues to look bright for years to come!

**Golf Course:** We went from dry and hot to extended rain for the end of June. Natural irrigation has helped green the course and more importantly filled the pond for irrigation. The newly installed pumps and the refurbished well are allowing much more efficient use of our irrigation water. Humid conditions are making the greens more playable and allowing divots and ball marks to grow back faster. We are now half way through the season with July as the busiest month. We produce the most played rounds of any 18 hole course in the state according to Golfnow research. While this is very good for revenue, the daily wear and tear to the golf course is imminent, which is why most private clubs actually restrict the amount of rounds played to afford better conditions. By comparison a private 18 hole club in this area will average 14-16,000 rounds of golf this season, the average public course will have 28-30,000 plays. We are on track to have over 40,000 rounds.



## Recreation Division

### Aquatics

**Mike Azzaretto, Aquatics, Athletics & Fitness Manager**

**Linda Zalewski, Aquatics Coordinator**

- As of 7/12, a total of 1,565 Meadows pool passes have been sold for \$79,747 in revenue. A total of \$27,716 has been sold in daily fees at Meadows since opening. This brings our actual admissions total to \$107,463 compared to our budgeted amount of \$65,000.
- RecPlex had an average of 58 lap swimmers per day in June.
- The Tot Pool at RecPlex had a total of 27 rentals in June for \$725 in revenue.
- The Sharks Summer Swim Team is back at Meadows Pool with 86 swimmers enrolled across all 3 age groups. The Sharks belong to the Northern Illinois Swim Conference in which dual competitive meets are held on Wednesday evenings. The season runs from 6/7 - 7/30 and has a net profit of \$15,238 (60%).
- Private Swim Lessons are a continued speciality for the community with class offerings on M,Tu,Th & Fri. mornings as well as M,Tu,W & Th evenings. Parents are extremely happy with the quality of lessons and continue to register session after session. Both the July and August sessions are already filled! The June session ran from 6/1-6/25 and accommodated 240 swimmers. Private Lessons had a net profit of \$6,140 (34%).
- In addition to scheduled Private Swim Lessons, the Park District offers private swim lessons outside of our scheduled time with instructors. In the month of June, 101 private lessons were taught outside of the scheduled time for a total of \$2,545 in revenue.
- Parent-Tot swim classes resumed this summer at Meadows Pool. The June session ran from 6/1-6/25 and accommodated 40 tots with a net profit of \$1,004 (50%).
- Aqua Fitness group classes continue to be a hit with class offerings Monday- Friday including a Friday class at Meadows Pool. The June session ran from 6/1-6/25 with 183 enrollments and a net profit of \$2,977 (57%).

### Athletics

**Mike Azzaretto, Aquatics, Athletics & Fitness Manager**

**Brad Wessel, Athletics Coordinator**

**Brian Hecker, Central Community Center Coordinator**

- Pickleball had 60 participants for June. The last day for Pickleball indoors was Friday, June 11. When the weather is warm, players choose to play outside. Players won't start to come back until after Labor Day
- Hot Shots classes have 99 participants for their summer offerings.
- Karate has 98 participants for the Summer Session with a gross revenue of \$14,030.
- Spring Youth Soccer finished on 6/13. There were a total of 414 participants with a gross revenue of \$41,777.
- Spring Pre-K Soccer finished Monday, 6/7. There were a total of 84 participants with a gross revenue of \$5,784.





## **Mt. Prospect Park District**

**Board Report July 2021**

- Green White/MPPD Soccer camp had 97 participants with a gross revenue of \$17,080.
- Baseball All Star Games were postponed on June 25 due to the rain. Games were rescheduled for July 10. Playoffs started June 27 with most levels finishing after the 4th of July. Staff have been on-site for Championship games to hand out awards.
- Youth Softball All Star Games took place on June 27 at Friendship Park. Playoffs began on June 21 & 22 and concluded on July 1. Staff have been on-site for Championship games to hand out awards.
- Tennis has 158 participants in lessons this first session of summer! Session 2 begins in mid-July.
- We Got Game has 492 participants in camps or clinics this summer! This is the highest number of participants we've had in one season.
- Summer Adult Athletic Leagues (basketball & softball) should be wrapping up in early August (weather pending).

## **Cultural Arts**

**Ann Zimmerman, Cultural Arts & Conservatory Manager**

**Toria Davis, Cultural Arts Coordinator**

- Summer programming participation sign ups are occurring at a great pace.
  - Visual Arts: As of 7/8/21, youth summer enrollment is at 337 patrons with gross revenue of \$25,274 (Please note, we were shut down for 5.5 days due to the Lions carnival).
  - Visual Arts: As of 7/8/21, adult summer enrollment is at 14 with gross revenue of \$1,464. All adult classes moved to RecPlex for the summer months.
  - Dance: As of 7/8/21, summer enrollment is at 392 with gross revenue of \$31,853.
  - Kids on Stage & other performing arts: As of 7/8/21, summer enrollment is at 28 patrons with a gross revenue of \$3,955. The performance of Aladdin will be outdoors at the bandshell the first weekend of August.
  - The Arts total summer participation is over 770 people!
- The Art Studio is providing over 350 crafts to purchase and paint at the St. Zachary Summerfest on July 11. We are ready for a crowd!

## **Early Childhood & Youth Programs**

**Kristina Winans, Early Childhood & Youth Program Coordinator**

- Camp began June 1. Summer Camp Registration as of July 9:
  - Day Camp (grades K-6) - 1,777 registrations - \$271,713
  - Sensational Preschool Camp (ages 3-4) - 442 registrations - \$15,029
- Staff continued to hire summer camp counselors due to the increase in registration numbers. We are now fully staffed with 3 directors and 27 camp counselors
- In-service camp training was held to go over some new procedures, including Swim Procedures. We were excited to start swimming at Meadows Pool on Wednesdays in the



## **Mt. Prospect Park District**

**Board Report July 2021**

morning when the pool is not open to the public. This was greatly appreciated by the camp families!

- Kids Klub for the 2021-2022 school year is available for registration. We currently have 51 registered amongst all 5 schools. Kids Klub will be held at each school this year.
- Preschool 2021-2022 is also available for registration. We currently have 80 kids registered. Parents have been coming in to see the facilities and to learn more about the preschool programs.
- Committee Meetings are on hold due to the summer season
- Contractual programs began and we were happy to see registration pick up again!
  - Rock n Kids Summer Session 1 ran for Tot Rock, Kid Rock I, and the Virtual class
  - Computer Explorers "R is for Robotics" class also ran

## **Facilities**

**Nancy Prosser, Facilities Manager**

**Brian Hecker, Central Community Center Coordinator**

- CCC - RoboThink Classes have been held Monday through Friday. There are 2 sessions per day: 9-12pm and 1-4pm. A total of 21 students have participated with a gross revenue of \$3,960.00.
- CCC - Abracadabra was held Tuesday, June 29. There were 6 participants.
- CCC - Glitzy Girlz held their Summer Class - Daddy/Daughter Summer Kickoff. 5 couples participated.
- CCC - The Torhs Hockey Tournament was held 6/4-5. 12.5 hours were rented for a gross revenue of \$1,125.00.
- Rec Plex - Kindermusik started their Summer session June 18. Classes are held every Friday and there are 16 participants with a gross revenue of \$1,180.00.
- Open Gym at CCC and RecPlex returned in June by reservation. June open gym revenue: CCC - \$72 and RecPlex - \$293
- CCC and RecPlex were Lions Club Carnival Ticket Sale locations, with sales ending on June 29, CCC sold 261 carnival tickets for \$5,220, RecPlex sold 194 carnival tickets for \$3,880
- Facility staff worked cooperatively with the Community Relations and Marketing Department on the District 214 musical, assistance was provided with Lions Center building supervision, circle sales and waitlist phone calls and day of performance staffing.
- RecPlex was a host site for COVID vaccines on July 10, 2021

<b><u>CCC RENTALS</u></b>	<b><u>RENTALS</u></b>	<b><u>RENTAL REVENUE</u></b>
<b>June 2021</b>	44	\$11,789.00
<b>June 2020</b>	2	\$5,300.00



<u>RecPlex RENTALS</u>	<u>RENTALS</u>	<u>RENTAL REVENUE</u>
June 2021	38	\$5,435
June 2020	0	\$0

## Fitness

### Mike Azzaretto, Aquatics, Athletics & Fitness Manager

- The Outdoor Fitness Series continues to bring fitness fun outdoors! June featured 4G, Spin, Zumba, Balance & Stretch, and Cardio Kickboxing.
- The District continues to add more live group fitness classes to the schedule. Staff have added Interval Training on Thursdays at 10am as well as HIT on Fridays at 10am. Staff continue to monitor this weekly to provide the best schedule possible for members.
- A new session of Silver Workout began June 29th with 6 enrolled.
- The second part of the POWER Series specialty class began June 29th with 6 participants enrolled.
- Belly Dancing has returned in a new format called Belly Dance Fit & Flow. This began July 7th with 5 enrolled. Future plans include adding a choreography class after Belly Dance Fit & Flow for those interested in performing.
- A member appreciation event was held at RecPlex on June 29th from 11am-1pm. Free chair massages, personal training advice, and free giveaways were provided!
- Membership revenue in June was at \$22,929.26, our highest total since returning in June, 2020.
- A total of 981 memberships were sold in the month of June
- RecPlex Fitness Center averaged 159 visits per day in June while Central Community Center Fitness averaged 59 visits per day.
- Personal Training and Massage combined for \$5,642 in sales in the month of June.

## Friendship Park Conservatory

### Ann Zimmerman, Cultural Arts & Conservatory Manager

#### Rebekah Grant, FPC Coordinator

- Summer Outdoor Adventure Camp already has 2 filled sessions, with great enrollment in the other 4 sessions. Camp is now 5 days a week in July and the first 2 weeks in August.
- As of 7/8/21 summer enrollment is at 115 patrons with gross revenue of \$15,797. (92 of these enrollments at a gross revenue of \$15,260 are Outdoor Adventure Camp).
- Rentals of the Conservatory are coming back fast and furious! Every weekend in the summer has rentals and often multiple bookings! This is at a max capacity of 100 people.
- The Conservatory daily traffic and site visits for potential rentals has increased.



## Administration & Human Resources Report

### News & Updates

#### Illinois Department of Human Rights - 2020 Audit Follow-up:

In June of 2020, the Park District was sent a letter from the Illinois Department of Human Rights as part of an audit review. This letter summarized a list of actions that needed to be taken following a review of the Park District's policies and a questionnaire completed in 2018, which came soon after closure of the District's OSLAD Grant at Einstein Park. These questionnaires are periodically requested from any facilities or operations of a public contractor/eligible bidder in order to ensure compliance with Section 2-105(A) of the Illinois Human Rights Act and IDHR code. The most significant requests were for added language and information to the Park District's Sexual Harassment Policy and Pregnancy Rights Policy, as well as follow-up information regarding the Park District's equal opportunity employment and criminal background check language and procedures.

- Through a multitude of efforts, which included a Board-approved Policy update in 2020 and many communications with the State over the course of a year, the Park District received official confirmation of compliance on July 7, 2021. This protects the Park District's status with IDHR for possible future opportunities and contracts.

#### H.R. by the Numbers: June 2021

<b>New-Hires:</b>	<b>22</b>
<b>Payroll Changes</b> (to update or change employment status, pay-rate, or job-class):	<b>210</b>
<b>Criminal Background Checks</b> (including new-hires, volunteers and coaches):	<b>16</b>
<b>Workers' Compensation</b> (new and open claims):	<b>3</b>
<b>Unemployment Claims</b> (new claims):	<b>4</b>



## Parks & Planning Division

### Administrative Updates:

- The CCC RTU phase 3 bid opening will be held at CCC on Wednesday, July 28th.
- The MSD clubhouse well has been sealed per IDPH regulations by a registered contractor. The septic plan has been approved by the Cook County Department of Health and is scheduled to go out for bid in August of 2021.
- The Lions water main project has been completed. Staff received the final closeout documents and the required training.
- Staff has met with a mechanical engineer to conduct a HVAC report for the Lions Recreation Center. This study provides valuable information for future planning.
- The Buildings Department is still trying to fill a FT custodial position.

### Buildings Department Updates:

- Completed the installation of the ceiling netting over the CCC rink.
- Installed a new fiber optic line at CCC for IT.
- Repaired the lift station pump at the MSD athletic fields.
- Repaired the parking lot lights at Meadows Park and Pool.
- Repaired the tennis lights at Lions Park.
- Updated all alarm passcodes and call lists for all facilities.

### Fleet Services Department Updates:

- Rebuilt lift actuator on JD 1200A trap rake.
- Replaced carrier bearing and u joints on truck #20.
- Replaced rear brakes on truck #8, adjusted parking brake cables.
- Fiberglassed rear fender on truck #10, straightened fender mounts.
- Replaced schrader valves and recharged AC system on truck #36, checked for leaks.
- Replaced wiper motor on truck #3.

### Grounds Department Updates:

- Spread grub control at Melas and MSD athletic fields.
- Prepared and delivered items for Lions Club 4th of July festival.
- Set up equipment for the Dance Recitals at Lions Memorial Park.
- Inspected playgrounds and performed minor repairs.
- Moved soccer goals off of fields and into storage areas.
- Finished planting flower beds, weeding, and watering in new flowers.

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

At the time of this report, there have been approximately **262** internal work order requests submitted YTD to the Parks and Planning division for completion in 2021.



## Community Relations & Marketing

The Mt. Prospect Park District was proud to present in partnership with High School District 214 four sold out performances of *Disney's Descendants*. On stage at the Veterans Memorial Bandshell, over 60 students from all six D214 high schools entertained huge crowds on Thursday, Friday and Saturday, July 8, 9 and 10 with a finale on Sunday, July 11, 2021.

Under the direction of Prospect High School Fine Arts Coordinator, Jeremy Morton, the largest number of students in the history of the summer musical auditioned for a role. The Mt. Prospect Park District was approached as a host site when D214 could not secure the auditorium at Forestview Education Center due to COVID restrictions. An agreement was reached and a commitment to do an incredible ensemble show live and outside was born. As a thank you for this "leap of faith" District 214 offered all circle fees (\$20 each) to the park district to cover the events' operational costs.



Both the Mt. Prospect Park District and District 214 celebrated the return of the arts after a long absence and gifted these performances to the community. Each evening, as the performances wrapped, the community gifted kind words of praise and support for this collaborative effort.

*I just wanted to thank you and the park district for the awesome event last night. I know my kids loved the show, as did I! As a parent, it was awesome to watch all the kids from the entire district come together for a show. And as a taxpayer, that was a brilliant idea. Thanks again to you and the staff, and enjoy the rest of your summer!*

**-Kirsty Anzalone**

*I just wanted to thank whomever the powers were at work behind the Descendants musical tonight! There were some insanely talented kids up there and I was blown away by their performance. My kids soaked up every second of the performance and we're SO excited to meet them afterwards. Thanks for a great night and a great performance!*

**- Victoria Busse**

*I wanted to be sure to send a thank you and congratulations to everyone involved in tonight's performance. My children loved every minute of it and so did I! Outstanding from the talent to the sets, to the costumes, the lights and the crew! I had no idea we would enjoy such a memorable night!!!*

*We have already checked and see that all other performances are sold out. If any circles happen to cancel, if you would please let us know. We will take it!*

**-Kelly Myett**

The District social media Facebook and Instagram pages were alive all weekend with additional words of praise. The conversation has begun and future partnerships benefitting both the park district and D214 are now possible.



## Upcoming Events

Summer musical events are officially underway. Please mark your calendars.

- Thursday, July 15 for The Millennials
- Thursday, July 22 for Billy Elton both at 7:30 at Veterans Memorial Bandshell

The *Sunday Summer Songbook*, a series presented from 4 to 5:30pm, kicks off July 18th. All shows are free of charge.

- July 18 with the popular Frankie Valli Tribute band, the Four C-Notes
- July 25 Johnny Burnett and Friends
- August 1 Dancing Queen

The 2nd **56 Artisan Fix** will take place on **Saturday, August 21** from **noon to five** at Lions Park. Enjoy 50 artisans, tasty foods and live music!



# JULY 2021

## Community Relations & Marketing



# July 2021

**July is Park & Recreation Month**



**#OurParkAndRecStory**

Parks are at the center of so many experiences and memories. The District's 27 parks provide green space to gather with family and friends, experience nature, explore a new hobby or simply unplug.

Parks provided a peaceful respite throughout the pandemic as patrons developed a new appreciation for the District's outdoor spaces, facilities and programs.

Join us as we celebrate Park and Recreation Month. First, vote for which one of our parks is **YOUR** favorite. **Click here to vote now.** The top ranking parks will be revealed starting Saturday, July 10 on **Facebook** and **Instagram**.

Did you know Saturday, July 10 is Unplug Illinois Day? Get outside during Park and Recreation Month! Visit your favorite park or

**Email Results**

**July E-Newsletter**


**Open Rate 25%**

**Click Rate 5%**

**Targeted Emails**

**Meadows Summer Update**


EMAIL



search the site...

Register Now Job Opportunities

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



**Meadows Pool**

**Meadows Pool is open for the summer season. Swim through Labor Day Weekend.**

**MORE INFO**

Address: 1401 W. Gregory St.

For the current Bridge Phase, you must reserve a two hour time slot, prior to your

**Page views to our website are up 3% over the previous 30 days | 52,136**

**Most Viewed Pages**

Meadows Pool • RecPlex • District 214 Summer Musical

RecPlex Pool • Baseball & Softball • Big Surf • Event Calendar

Friendship Park Conservatory • Day Camps

WEBSITE



**Summer Program Registration**

**Total Summer Brochure Views 39,465**

**BROCHURE**



**Mt. Prospect Park District**

June 28 at 10:17 AM

Great games Sunday for the Youth Softball All Stars. Congratulations to all the players, coaches and parents on a successful season.

Special appreciation to Commissioner Bill Starr and Executive Director Jim Jarog for throwing out the first pitches.



**Most Engaging Social Media Posts**

- Youth Softball All Stars
- Meadows Pool Chip Dive Video
- Abba Concert Rescheduled
- June Board Meeting/Staff Retirements
- Baby Bunnies at the Parks
- Culver's Scoop Day at Meadows
- Baseball Photo Day
- Vaccination Clinic
- Lions Park Wins Favorite Park



**Mt. Prospect Park District**

June 18 at 1:52 PM - Mour

Chip Dive for prizes! Part of the fun to come all summer long!



SOCIAL MEDIA



# JULY 2021

## Community Relations & Marketing



**POOL FUN DAYS**



**D214 SUMMER MUSICAL**



**BASEBALL & SOFTBALL ALL STAR GAMES**