



MT. PROSPECT PARK DISTRICT

1000 W. Central Road

Mount Prospect, Illinois 60056

**MT. PROSPECT BOARD OF PARK
COMMISSIONERS**

BOARD PACKET

JANUARY 19, 2022



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

MT. PROSPECT BOARD OF PARK COMMISSIONERS
REGULAR MEETING SCHEDULE 2022

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 19, 2022

February 16, 2022

March 16, 2022

April 20, 2022

May 18, 2022

June 15, 2022

July 20, 2022

August 17, 2022

September 21, 2022

*October 19, 2022

*November 16, 2022

December 14, 2022

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

Approved: November 17, 2021

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REGULAR BOARD MEETING

January 19, 2022

AGENDA

- I. CONSENT AGENDA ITEMS**
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- VI. EXECUTIVE REPORT**



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

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

FROM: STEVE KURKA, PRESIDENT

DATE: January 14, 2022

RE: REGULAR PARK BOARD MEETING (Remote)
January 19, 2022 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

To attend remotely, you may join the Zoom meeting:

Join Zoom Meeting
[https://us02web.zoom.us/j/83014742670?
pwd=b2hUN0tscEpmWDJGa2U2UWM0SHlpUT09](https://us02web.zoom.us/j/83014742670?pwd=b2hUN0tscEpmWDJGa2U2UWM0SHlpUT09)

Meeting ID: 830 1474 2670
Passcode: 078073
Phone Number: +1 312 626 6799 US (Chicago)

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA

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

*Approval of Minutes/Regular Board Meeting: December 15, 2021

*Approval of Minutes/Special Board Meeting: December 30, 2021

*Ratification Of Accounts Payable for December 2021, in the amount of \$404,611.61

*Ratification Of Payroll for December 2021, in the amount of \$264,659.30

*APPROVAL OF MINUTES

*Regular Board Meeting Minutes: December 15, 2021

(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA)

*Special Board Meeting Minutes: December 30, 2021

(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA)

PUBLIC COMMENT

ADOPTION ITEM

- A. Ordinance # 808- 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. REGULAR BOARD MEETING CHANGE OF DATE FOR FEBRUARY MEETING AND CHANGE OF MEETING TIMES FOR CALENDAR YEAR 2022.
- B. 2022 COMPREHENSIVE MASTER PLAN CONSULTANT REVIEW AND APPROVAL
- C. INTERGOVERNMENTAL AGREEMENT MT. PROSPECT PARK DISTRICT AND CCSD59 REVIEW AND APPROVAL
- D. DESIGN SERVICES APPROVAL FOR FRIENDSHIP PARK RENOVATION PROJECT

(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA)

FINANCIAL ADVISOR'S REPORT

UNFINISHED BUSINESS

- A. FY 2022 Budget Update / Discussion

*RATIFICATION OF ACCOUNTS PAYABLE December 2021

(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA)

*RATIFICATION OF PAYROLL December 2021

(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA)

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

CLOSED SESSION

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

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

January 19, 2022

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 December 15, 2021
- B. Approval of the Special Board Meeting Minutes for December 30, 2021
- C. Ratification of Accounts Payable for December 2021 in the Amount of \$404,611.61
- D. Ratification of Payroll for December 2021 in the Amount of \$264,659.30

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, December 15, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 7 p.m.

President Kurka read the following Determination statement: As President of the Park Board and due to the changes to the Open Meetings Act, it falls upon me to make a determination as to the reason tonight's Park Board meeting is being held remotely and in-person. It is my determination that it is neither practical nor prudent to have tonight's Board meeting solely in-person, my reasoning being the continuing pandemic and its attendant health risks as well as the current restrictions on gatherings imposed by the Gubernatorial Executive Orders and the existing health-related disaster declarations. For these reasons I have also concluded that it is also unfeasible to hold tonight's Board meeting solely on an in-person basis at the regular location for Board meetings at Central Community Center. Therefore tonight's Board meeting is also being held by remote virtual means, and specifically through the use of the audio capacities of the Zoom platform. Thank you.

Commissioner Starr called Roll Call for the Board

On roll call, the following commissioners were present:

Roll Call	Present	Absent	Remote
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
- George Giese, Director of Administration
- Nick Troy, Director of Recreation

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Ann Zimmerman, Cultural Arts Manager
Mike Azzaretto, Aquatic & Fitness Manager
Brian Hecker, CCC Facility Coordinator
Joe Hoffman, IT Services/Registration Manager
Jeff Langguth, PGA Head Professional
Nancy Prosser, Facility Manager
Ben Kutscheid, Park Planner
Matthew Dziubinski, Superintendent of Parks & Planning
Kristina Winans, Early Childhood Youth Coordinator
Brad Wessel, Youth Athletic Coordinator
Jon Zgoda, IT Professional/ Remote Meeting Moderator
Rebekah Grant, FPC Coordinator
Brett Barcel, Director of Golf Operations
Kandice Newton, Early Childhood and Youth Coordinator
Linda Zalewski, Aquatics Coordinator
Toria Davis, Cultural Arts Coordinator
Tim Sullivan, Athletic Assistant

Professionals Present

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

Visitors

Shirley Klicka
Chris Figaro, Mrs. P & Me
Chris Bozonelos, Mrs. P & Me
M. McNamara, Open Kitchens

Commissioner Starr called the Roll Call:

Roll Call	Present	Absent	Remote
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie		X	
Commissioner Murphy		X	

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PLEDGE OF ALLEGIANCE

Commissioner Starr led the Pledge of Allegiance

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr moved to approve the agenda and was seconded by Commissioner Tenuta.

Roll Call	Aye	Absent	Nay
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

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 Minutes for the Regular Board Meeting on November 17, 2021
- B. Ratification of Accounts Payable for November 2021 in the amount of \$762,058.02
- C. Ratification of Payroll November 2021 in the amount of \$269,178.56

MOTION

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

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Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
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

NEW BUSINESS

A. Service Anniversary Recognition:

- Commissioner Klicka-26 years
- Commissioner Doherty-20 years
- Commissioner Tenuta-10 years

President Kurka recognized Commissioner Tenuta, Commissioner Doherty and Commissioner Klicka and stated that all have served with commitment, passion, investment and integrity. Together, they have dedicated over 50 years of combined service to Mt. Prospect Park District. They are well informed and prepared to support the mission of parks and recreation as well as wrestle with the more challenging issues that arise from time to time. They are good stewards of this agency; committed to a better tomorrow for all residents young and old. All three have supported and praised the hard work and innovative ideas of District staff. In truth, the world is short on individuals committed to volunteering their time for the success of something greater than their own ambitions. The Mt. Prospect Park District represents our corner of the world. We value those who show up for the sole purpose of making the world a better place and offer gratitude and praise for their efforts. Because of each of you, Mt. Prospect Park District is a respected and recognized agency within our community.

A. 2021 End of Year Review/Recreation Department

Nick Troy, Director of Recreation introduced his Recreation Staff: Mike Azzaretto, Rebekah Grant, Brian Hecker, Kandice Newton, Nancy Prosser, Toria Smith, Tim Sullivan, Brad Wesse, Kristina Winans, Linda Zalewski and Ann Zimmerman and explained how proud he was with all the program challenges they have overcome and accomplished. Each staff member shared some of their most significant accomplishments over this past year:

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- Kristina Winans, Early Childhood Youth Coordinator and Kandice Newton, Early Childhood and Youth Coordinator reviewed Virtual Preschool 2020-2021(average 35 children per month at \$5,800 in revenue); Play & Learn for the 2020-2021 school year(modified preschool program offered 234 registrations, \$35k in revenue); Early Childhood & Youth Summer Camp (2,457 registrations at \$312,000 in revenue); Preschool 2021-2022 (as we know it: 89 and KinderKlub/ Kids Klub
- Nancy Prosser, Facility Manager spoke about the RecPlex 30th Anniversary events; Rentals at RecPlex and Lions Recreational Center and the Community Outreach
- Brian Hecker, CCC Facility Coordinator explained the removal of Sport Court; Divider Curtain Installation (already been utilized) and the Turf Installation. The first Turf Rental was October 30, 2021 and rental revenue in November was \$20,000. The District has received such positive feedback for the new turf.

Commissioner Tenuta asked how the people found out about the turf? Brian Hecker explained that people and groups heard by word of mouth. Soccer organizations, clubs, etc. all called wanting to book space.

- Ann Zimmerman, Cultural Arts Manager and Toria Davis, Cultural Arts Coordinator reviewed the Visual Arts and the high participation for adult and youth; Popular classes and the DIY kits and party kits offered; Performing Arts-Dance with 1,498 dance class registration (\$200,650 revenue) first outdoor dance recital at the bandshell (450 dancers); Daddy Daughter Ballet was a hit; and the MP Community Band returned to rehearsals in September outdoors with two performances this fall; Kids on Stage Children's Theater offered live performances in August and December; 46 thespians performed and brought in \$7,000 in revenue with another \$800 in ticket sales and the private guitar lessons returned in June and are now filled.

Commissioner Tenuta stated the numbers are doing really well and how much the community appreciates it.

- Mike Azzaretto, Aquatic & Fitness Manager and Linda Zalewski, Aquatics Coordinator discussed Meadows Pool and the successful and efficient new birthday party format featuring the reservation system; 1580 pool passes sold in 2021 and patrons enjoyed 8 themed pool fun days; In the Aquatics programming the Sharks Swim Team earned revenue of \$107,934 in 2021; Swim lessons continue to be safe and popular and the new Aquafit unlimited structure increased revenue by 49% in November.
- Brad Wessel, Youth Athletic Coordinator and Tim Sullivan, Athletic Assistant remarked the increased of 139 participants in all classes and leagues in 2021; the enhanced baseball/softball all-star games received positive reviews; Winter soccer starts this month due to the turf with an increase of 387 participants this year for youth soccer; gymnastics returned in the fall of 2021; Tennis lessons experienced an increase in revenue by 58%; Athletic summer camps were very popular
- Mike Azzaretto, Aquatic & Fitness Manager stated in Fitness the new membership structure resulted in 88% on recurring memberships; currently over 1,000 members; Group fitness

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programming offered in-person, outdoors, Zoom, and Fitness on demand for broad appeal and the personal training/massage revenue is up 44.5%; the 3 miles Mt. Melas Adventure Run with 12 obstacles had 187 participants with a net revenue of 49% compared to Go Green 5K in 2019 and would recommend the Mt. Melas Adventure Run to a friend.

- Ann Zimmerman, Cultural Arts Manager and Rebekah Grant, FPC Coordinator reviewed the FPC programming and the FPC Rentals: The Outdoor Adventure Camp had 103 participants with \$16,635 in revenue; New Programs included Mother Daughter Tea Party, Bunny photos, Mom & Me Pumpkin Planters, Santa photos, Jr. Geologists, Seasonal Celebration along with Earth Day, Plant Sale and Winter Planter. In 2021 rentals totaled 66 with room revenue of \$22,585 for baby & bridal showers, funerals, birthday parties, wedding photos & ceremonies. Beverage totals were \$4,500 & Linens at \$3,300.

Commissioners had a few comments:

Commissioner Tenuta thanked staff and stated this presentation was the best Recreation presentation in her last 10 years.

Commissioner Starr congratulated the Recreation staff and was impressed how many families are coming to the programs (exceeding expectations), and feeling safe to participate. It is wonderful and nicely done.

Commissioner Doherty stated as a Board the first year of Covid was doom and gloom with the state's constant changes but the Recreation staff knocked it out of the park. Hearing how staff exceeded numbers, kept the participants safe and enjoying the programs. His family has been enjoying programs, as well. Congratulations.

Director of Recreation, Nick Troy wanted to thank Mary Kiaupa, Human Resource & Risk Manager for all her hard work helping the Recreation staff during this challenging time.

President Kurka thanked staff for their hard work and dedication

Commissioner Tenuta is looking forward to 2022 and proud of the staff for their resilience and always thinking of the community.

APPROVAL ITEMS

A. Approval of Auditing Proposal for Fiscal Years 2021, 2022 and 2023

Lee Howard, CPA reviewed the results of the RFP received from PKF Mueller, Sikich LLP and Illinois NFP Audit and Tax, LLP for the new three year auditing agreement covering fiscal years 2021, 2022 and 2023. Mr. Howard explained the previous firm (Knutte) owners had retired and the contract had been acquired by the current firm (Sikich LLC) without a selection process. This had prompted an audit selection process by RFP. Six firms of varying size were solicited. The three responding firms each had audit managers with previous experience on a Mt. Prospect Park District audit. After a review of the proposals, Director Jarog and Giese agreed, Illinois NFP proposal best met the District's needs.

MOTION

Commissioner Tenuta moved to approve the proposal received from Illinois NFP Audit and Tax, LLP for Auditing Services for Fiscal Years 2021, 2022 and 2023, in the amount of \$56,250 and authorized the

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Executive Director to execute this proposal on behalf of the Mt. Prospect Park District; seconded by Commissioner Klicka

Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie		X	
Commissioner Murphy		X	Motion passed

B. Recommendation to Revise the Mt. Prospect Park District’s Personnel Policy Manual
Mary Kiaupa, Human Resource & Risk Manager reviewed Appendix M: Whistleblower protection policy and procedures to be added to the Mt. Prospect Park District Personnel Policy manual.

MOTION

Commissioner Doherty moved to approve staff’s request to formally add Appendix M: Whistleblower protection policy and procedures, to the Mt. Prospect Park District Personnel Policy Manual; seconded by Commissioner Starr

Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie		X	
Commissioner Murphy		X	Motion passed

C. Approval of the Mt. Prospect Park Golf Club Concession Agreement
Brett Barcel, Director of Golf Operations reviewed that 10 requests for proposals were sent out to reputable food service providers for the 2022-2024 golf season. Two proposals were received, one from Open Kitchens and the second from Mrs. P & Me. Mr. Barcel stated that staff has reviewed the proposals

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and proceeded to review to the Board both vendors' strengths and qualifications. Each vendor spoke about their strengths and why they felt they should be awarded the Mt. Prospect Club Concessions agreement. Both vendors explained what they would do differently compared to what has been done for the community (events) at the Golf Course.

President Kurka thanked both vendors for coming out to the Board meeting tonight.

Commissioners had a few comments:

Commissioner Doherty asked where does the district stand on events during the golf season and Director Brett Barcel explained they get a list at the beginning of the year and 90% of the events are related to the community. The idea of community events like the ice skating rink shows how great the golf course is, with golf still the main focus of the golf course.

Commissioner Tenuta asked if there are limits to how many can occupy the tent because larger events in the tent do overflow into the golf course. Director Barcel explained that staff is aware of this and they do address it.

Commissioner Doherty asked Mrs. P & Me if they thought about staffing for the golf course. They stated they would not have a problem with staffing and are prepared for the new hours. Both companies from experience are great companies. This year we have a local company within our district with a long history in the community who has provided services to the community and a community establishment based company. It would be a win-win for the district, for Mrs. P & Me and for the people in Mt. Prospect.

Commissioner Starr says the theme for tonight has been creativity and Open Kitchens is a wonderful company but a change with a creative point of view, would be good with Mrs. P & Me.

President Kurka agrees both with Commissioner Doherty and Starr. Open Kitchen has done a great job the past twenty years. It would be a fresh start with Mrs. P & Me and an established community based company.

MOTION

Commissioner Doherty moved to approve the Mt. Prospect Golf Club Concession Agreement with Mrs. P & Me for the term of March 1st, 2022 through February 28, 2025 in the amount of \$153,00.00; seconded by Commissioner Starr.

Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie		X	
Commissioner Murphy		X	Motion passed

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President Kurka thanked Open Kitchens and wished them the best. Congratulations to Mrs. P & Me.

FINANCIAL ADVISOR'S REPORT

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

- Property Taxes: In a new development, the District will be receiving a one-time amount of \$216,748, above the tax cap, representing amounts issued between November 1, 2020 and October 31, 2021 as provided by the Cook County Treasurer.
- November Golf Report: The November report shows golf revenues of \$2,120,140 exceeding \$227,500. Going into winter and even with an expected December loss of 88k, the course will set a record net for the 2021 year.
- November Pool Report: RecPlex pool revenues through November are \$343,242, down by 22% from 2019. The indoor pool expenditures are also down 21% from the non-covid year. This leaves a net cost of operation of \$19,000 through November compared to \$16,000 in 2019.
- November RecPlex Facility Report: RecPlex facilities revenues through November are \$223,686. Up 22% from last year, but down 45% from 2019.
- November Rec Programs: Overall, program revenues through November have hit 176% of planned annual revenue for 2021. Covid (21) vs. non-Covid (19): 2019- Revenue 2,608,211; Net 1,128,696; 66% and 2021- Revenue 1,716,623; Net 900,816; 80%
- November Child Care Programming: Child Care Programs, Kids Klub, Day Camp and Preschool have for the eleven month period outperformed expectations reaching \$542,485 in revenue or 214% of the 2021 annual budget plan and 44% of 2019 revenue. Net for the category is \$372,775 or 59% of the 2019 eleven month net.

EXECUTIVE REPORT

Executive Director Jarog reviewed upcoming scheduled events:

- Holiday Gift Workshop at the Art Studio, December 20
- Winter Wonderland Class at FPC, December 20 & 21
- Annual Job Fair at RecPlex, December 21
- Holiday Hunt at RecPlex Pool, December 22
- Winter Break Camp at Rec Plex December 27-30
- Registration begins for Youth Spring Outdoor Soccer and Youth Tee Ball, Baseball and Softball Leagues, January 3, 2022
- 2nd Annual Job Fair at RecPlex, January 5, 2022
- Healthier You begins for Members, January 10, 2022

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- Parent Tot Open Gym at RcPlex February 17, 2022

Executive Director Jarog stated he would like to express his sincere gratitude not only to the Recreation staff, but to all of the employees throughout the District, for their unwavering commitment to serve the Community and the residents of the Mt. Prospect Park District during these challenging times. He also stated during the second year of the pandemic, it would be easy to become discouraged and lose hope. Despite this, the staff of Mt. Prospect Park District has continued to put their best efforts forward on a daily basis. Executive Director Jarog wishes to thank each and every one of the staff for their continued hard work and dedication. Without each of you, the District would be unable to make such a positive impact on the community. Thank you for your ongoing commitment to the District during these unprecedented times. He also puts great value in the lessons learned over the past few years and looks forward to increasingly better times in 2022 while continuing to enrich the quality of life for our residents. Executive Director Jarog then thanked the Park Board of Commissioners for allowing him to continue to lead the District for another three years and for the opportunity to serve this great community that we are a part of.

Commissioner Tenuta stated that the Recreation department knocked it out of the park, and the year end review photos were wonderful to see what the Park District has accomplished and is looking forward to 2022.

President Kurka thanked staff who came out tonight and to all the Commissioners for their service and longevity- congratulations.

PUBLIC COMMENT

Shirley Klicka stated she was very impressed with the Recreation staff's presentation and thanked everyone for the work they do for our community.

ADJOURNMENT

Commissioner Starr made a motion to adjourn the meeting; seconded by Commissioner Tenuta at 9:07 pm .

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Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie		X	
Commissioner Murphy		X	Motion Passed

Respectfully submitted,

William J. Starr, Secretary

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12-30-21

Unapproved
Special Board Meeting

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Thursday, December 30, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 6 p.m.

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
George Giese, Director of Administration
Nick Troy, Director of Recreation
Mike Azzaretto, Aquatic & Fitness Manager
Brian Hecker, CCC Facility Coordinator
Joe Hoffman, IT Services/Registration Manager
Jeff Langguth, PGA Head Professional
Nancy Prosser, Facility Manager
Ben Kutscheid, Park Planner
Matthew Dziubinski, Superintendent of Parks & Planning
Kristina Winans, Early Childhood Youth Coordinator
Brad Wessel, Youth Athletic Coordinator
Jon Zgoda, IT Professional/ Remote Meeting Moderator
Brett Barcel, Director of Golf Operations
Kandice Newton, Early Childhood and Youth Coordinator
Torja Davis, Cultural Arts Coordinator
Anita Zvejnieks, Front Desk
Debra Cromie, Pro Shop Office Manager

Professionals Present

Tom Hoffman, District Attorney
Christopher Johlje, Attorney

Visitors

Joanna Schramm
Grio Mazzocco
Mike Wilken
Beth Jordan
Adrienne Nudo

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Kendra Pollizze
Sinan Khamo
Phil Parrish
Matt Black
Tabitha Zamar
Joel Castillo
Anne Barrett
Megan Casey
Michelle Brenner
Natalie & Rich Nudo
Bryan Phillips
Brian Taylor
Gigi M
Stacy Pahlke

President Kurka read the following Determination statement: As President of the Park Board and due to the changes to the Open Meetings Act, it falls upon me to make a determination as to the reason tonight's Park Board meeting is being held remotely and in-person. It is my determination that it is neither practical nor prudent to have tonight's Board meeting solely in-person, my reasoning being the continuing pandemic and its attendant health risks as well as the current restrictions on gatherings imposed by the Gubernatorial Executive Orders and the existing health-related disaster declarations. For these reasons I have also concluded that it is also unfeasible to hold tonight's Board meeting solely on an in-person basis at the regular location for Board meetings at Central Community Center. Therefore tonight's Board meeting is also being held by remote virtual means, and specifically through the use of the audio capacities of the Zoom platform. Thank you.

Commissioner Starr called Roll Call for the Board

On roll call, the following commissioners were present:

Roll Call	Present	Absent	Remote
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka		X	
Commissioner Doherty			X
Commissioner Massie	X		
Commissioner Murphy			X

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PLEDGE OF ALLEGIANCE

Commissioner Starr led the Pledge of Allegiance

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr approved the agenda; seconded by Commissioner Massie.

Commissioner Starr called Roll Call for the Board

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka		X	
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Executive Director Jarog made the following opening statement:

On Thursday, December 23, 2021, the Cook County Department of Public Health issued mitigation order 2021-11, mandating proof of vaccination requirements for certain businesses and facilities within Cook County, effective January 3rd, 2022. This order is in addition to the continuation of indoor masking requirements. The order brought forth includes Park Districts and recreational facilities.

It should be noted that this order was not brought forth by the Mt. Prospect Park District, but by the officials of Cook County. Residents who are opposed to this order are strongly encouraged to contact Cook County directly to provide their opinions.

The District understands that this order may not be well received by some and respects all opinions on this matter. The District is committed to working with everyone during this continued time of uncertainty. With that said, the District has a duty to comply with the mitigation order as brought forth.

Currently our District has limited resources and staffing due to the sustained financial impact that Covid-19 has had on our operations. This most recent mitigation order will only stress our operations further.

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Beginning on Monday, January 3, 2022, the District will post required Cook County mitigation signage at each facility. The signage identifies the need for participants to provide proof of vaccination status. Staff will begin asking for proof of vaccination from some participants as required by the order.

Over the coming weeks, this situation will continue to evolve. District staff will need time to implement this process and perform necessary system upgrades to help our staff comply with this mitigation order. During this time our masking policies will continue to be strictly enforced.

The Mt. Prospect Park District intends to comply with the mitigation order to the best of our ability based on the staffing levels and resources at our disposal. Patrons and Program Participants who object to this order are strongly encouraged to contact Cook County directly to voice their opinions.

PUBLIC COMMENT

Joanna Schramm, Joel Castillo, Anne Barrett, Matt Black, Mike Wilken, Beth Jordan, Stacy Pahlke Adrienne Nudo, Tabitha Zamar, spoke to the Board at the Special Meeting and expressed their concerns and opinions:

Some of the opinions and comments from the residents and volunteer coaches were as followed: Feels sad the park district is being put into this situation and feels the district isn't fighting for the patrons; it is the parents responsibility to decide if their children should be vaccinated; medical situation; are there going to be options-test weekly/medical or religious; natural immunity; children need activities for mental and physical health; EGPD isn't mandating vaccine cards for children; we don't want to go to another park district but we will; where is the mayor at-must be fought at all different levels; reviewed vaccination rate- 80% of kids are not vaccinated; CPS schools going back in person for school on Monday and is not required to be vaccinated; must be exemptions; feels the PD should base their decisions on what is right for the children; don't want to exclude the non-vaccinated children from activities; thanked the park district for all that staff does; this will have a negative impact on families; vaccine are not approved by the FDA at this time; and again should be the parents decision; how well will this be implemented-does the volunteer coaches have to do this; financial impact if families pull their children; doesn't support being forced to be vaccinated to participate in programs for children; reviewed on what the vaccine does and doesn't do and the highest risk; it is the parents responsibility if they want to vaccine and it is wrong to vaccinate children; value team sports, pools and parks and family participates in many programs; should not mandate vaccination for children and adults alike; consider the vaccine could do harm than good-let the parent decide; not your job to mandate a vaccine and not hesitate to pull my family from programs; will there be a full refunds and what will happen come Monday; possibly lose great coaches & athletics now and in the future; feels this is an act of discrimination; time as a community to state this is wrong; ; what happens if the district doesn't comply-if the district does comply what about a grace period for those who are already enrolled and started in programs; not a requirement when signing up for this session and let children finish this session; the District should do

Unapproved Special Board Minutes
12-30-21

what is right for the children and families; they are more than willing to go somewhere else; don't shut out a portion of the population.

Executive Director Jarog stated the District's staff and resources have been pushed to the limit with the previous loss of staff and the economic downturn the District has had to face. Our resources available to enforce this mandate are extremely limited. We will do what we can to comply with the requirements per the Cook County mitigation order but full enforcement is not feasible.

President Kurka explained that this is a very fluid situation and not everything is resolved.

Commissioner Tenuta stated there were interesting points tonight and the District is getting a mandate from Cook County and not getting answers as well but our hands are tied as a Park District and this is not a Board action. We came together as a Board to hear your comments and appreciate everyone for coming.

Executive Director Jarog shared that he had previously reached out to State & County officials to share the concerns of residents and our District. Many of the same concerns which have been expressed here tonight by the public. We are a government body and are required to comply. We know our ability to comply will be challenging but we will do what we can.

Tom Hoffman, District Attorney explained the Order issued by the County and read Section 38/38 and explained (according to the County) that there could be possible arrest of our officials and/or possibly fines between \$100 - \$1,000 per offense. So, it is understandable that people are feeling bullied.

President Kurka explained that the Board definitely considered the potential loss of revenue. If this forces the District to shut down and could be detrimental to the District and very aware that families could go to other districts and are taking comments under consideration. Executive Director Jarog explained it very well in regards to this coming Monday and what to expect. Thank you all for coming and we have read the emails that came in and appreciate the input from the community.

Matt Black, a volunteer coach, asked if the District would have a communication plan given to the coach to try to avoid adverse situations.

Staff responded that further communications would go out to coaches via Team Sideline as soon as possible giving further clarification on this matter.

Unapproved Special Board Minutes
12-30-21

ADJOURNMENT

Commissioner Starr made a motion to adjourn the meeting; seconded by Commissioner Tenuta at 6:52pm .

Commissioner Starr called Roll Call for the Board

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka		X	
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Respectfully submitted,

William J. Starr, Secretary

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
December-21

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify December Accounts Payable Checks and EFT's in the amount of \$ 404,611.61 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
12/1-12/5/2021	\$	93,985.99	198618-198638	Checks
12/6-12/12/2021	\$	35,976.54	198639-198662	Checks
12/13-12/19/2021	\$	119,318.09	198663-198712	Checks
12/20-12/31/2021	\$	155,330.99	198713-198740	Checks

TOTAL AP \$ 404,611.61 Checks and EFT's

PAYROLL

Suggested Motion: I move to ratify December Payroll Checks and Direct Deposits in the amount of \$ 264,659.30 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
12/10/2021	\$	131,583.21	40548-40772	DD Notification
	\$	2,831.10	1028236025- 1028236034	Checks
			40773-40777	Taxes, Transfers & Garnishments
12/23/2021	\$	127,694.91	40778-40994	DD Notification
	\$	2,550.08	1028422914- 1028422926	Checks
			40995-40999	Taxes, Transfers & Garnishments

TOTAL P/R \$ 264,659.30 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 12/5/2021
Check Date 12/10/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	7,835	235	198,298	33	25
	Full Time	56			

Pay Period Ending 12/19/2021
Check Date 12/23/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	7,889	230	179,799	34	23
	Full Time	56			



Memorandum

To: Mt. Prospect Park District Board of Commissioners
From: Teri Wirkus, Executive Compliance Officer
Date: January 19, 2022
Re: Ordinance # 808 Authorizing the destruction of audio recordings of closed session meetings
Cc: Jim Jarog, Executive Director
Tom Hoffman, Park District Attorney

Ordinance # 808 authorizes the destruction of certain closed session verbatim audio recordings. With the direction and guidance of Attorney Thomas Hoffman and Executive Director Jarog, I have prepared Ordinance # 808 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:

1-22-2020 Subject 2c(21) Review of Minutes
2-12-2020 Subject 2c(12) Review Insurance Claims

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 # 808

RECOMMENDATION:

I MOVE TO ADOPT ORDINANCE NO. 808, AN ORDINANCE AUTHORIZING AND DIRECTING THE DESTRUCTION OF THE VERBATIM AUDIO RECORDINGS OF THE BOARD OF PARK COMMISSIONERS OF THE MT. PROSPECT PARK DISTRICT FOR THE CLOSED SESSION MEETING DATES OF JANUARY 22,2020 AND FEBRUARY 12,2020.

ORDINANCE NO. 808

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: 1-22-2020 and 2-12-2020.

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: 1-22-2020 and 2-12-2020 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 19th day of January, 2022

VOTES:

Ayes: Nays: Absent:

President
Board of Park Commissioners
Mt. Prospect Park District

ATTEST:

Secretary
Board of Park Commissioners
Mt. Prospect Park District



MEMORANDUM

To: Board of Park Commissioners

From: Teri Wirkus, Executive Compliance Officer

Date: January 19, 2022

Re: **REGULAR BOARD MEETING CHANGE OF DATE FOR FEBRUARY MEETING AND CHANGE MEETING TIMES FOR CALENDAR YEAR OF 2022.**

Cc: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

Due to upcoming scheduling conflicts with some Commissioners it has been requested that the Regular Board Meeting which was previously scheduled to take place on February 16, 2022 be changed to take place on February 9, 2022.

In addition, it has also been suggested that the rescheduled meeting on February 9th, 2022 have the start time of 6:30 pm to replace the 7pm meeting time.

Finally it has been suggested that all future regular Board meetings for 2022 be changed to have the start time of 6:30 pm for the remainder of the 2022 calendar year.

RECOMMENDATION:

MOVE TO APPROVE THE CHANGE TO THE BOARD MEETING DATE IN FEBRUARY FOR THE MT. PROSPECT PARK DISTRICT BOARD OF PARK COMMISSIONERS FROM FEBRUARY 16, 2022 TO FEBRUARY 9, 2022.

MOVE TO APPROVE A CHANGE OF START TIME FOR ALL FUTURE 2022 BOARD MEETINGS FOR THE MT. PROSPECT PARK DISTRICT BOARD OF PARK COMMISSIONERS TO 6:30 PM STARTING IN FEBRUARY AND THROUGH THE REMAINDER OF THE 2022 CALENDAR YEAR.

Approved



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

MT. PROSPECT BOARD OF PARK COMMISSIONERS
REGULAR MEETING SCHEDULE 2022

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 19, 2022

February 16, 2022

March 16, 2022

April 20, 2022

May 18, 2022

June 15, 2022

July 20, 2022

August 17, 2022

September 21, 2022

*October 19, 2022

*November 16, 2022

December 14, 2022

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

Approved: November 17, 2021

Proposed



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

MT. PROSPECT BOARD OF PARK COMMISSIONERS
REGULAR MEETING SCHEDULE 2022

The Regular Board Meetings are held at Central Community Center, at 1000 W. Central Road in the Boardroom in Mount Prospect, Illinois at 6:30 pm

January 19, 2022
February 9, 2022
March 16, 2022
April 20, 2022
May 18, 2022
June 15, 2022

July 20, 2022
August 17, 2022
September 21, 2022
October 19, 2022
November 16, 2022
December 14, 2022

Approved:



Memorandum

To: Board of Park Commissioners
From: Ben Kutscheid, Park Planner II
Date: 1/19/2022
Re: Comprehensive Master Plan 2022
C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

The Mt. Prospect Park District's need for a Comprehensive Master Plan was previously identified in the District's 2018 "Mapping Our Future" Strategic Plan. Once complete, this plan will provide a roadmap for our District to ensure an appropriate balance is achieved as it relates to current and future facilities, services and amenities. The Master Plan will also develop goals, policies and guidelines with achievable strategies. Over the next five years the completed plan will become a heavily used resource for future projects as well as redevelopment of the District's parks, facilities and open space.

Staff published a notice of Request for Proposal (RFP) in the paper and posted the same on our website. RFP documents were made available for pickup by interested parties beginning November 22, 2021. As a result, 12 interested firms pick up the RFP documents for review and consideration. Staff received 5 proposals before the December 15, 2021, 3:00 pm deadline. The proposals received were from the following organizations: The Lamar Johnson Collective, Design Perspectives, Green Play, Hitchcock Design Group and Pros Consulting, Inc.

A selection committee was formed consisting of 6 Park District staff members. The RFP's received were then reviewed resulting in the following firms being invited to present to the selection committee. The firms selected to present were Green Play, Hitchcock Design Group and Pros Consulting. The selection committee then formulated interview questions and meetings were scheduled consisting of one hour time intervals allowing each of the consultants an equal opportunity to introduce their teams, present their qualifications and answer a wide variety of questions. Upon the conclusion of the presentations the selection committee then met to review the details of each presentation and discuss the strengths and weaknesses of each firm. Upon final consideration the decision was made to approach Pros Consulting, Inc. in an effort to finalize the selection process.

Pros Consulting is an Indianapolis area based company which has been in business for 26 years. They have completed approximately 1,000 Park Planning projects and about 300 Park District Comprehensive Master Plans. The Pros Team is made up of many past park professionals that bring their previous Park



Memorandum

District experience to the process. Leon Younger, the President of Pros Consulting will be the project lead and the main point of contact to the Mt. Prospect Park District.

Pros Consulting, Inc. submitted their proposal with a fee and related expenses totaling \$111,895.00 to complete the Comprehensive Master Plan work. The District’s approved budget for this process was previously identified and approved at \$125,000.00. Staff has performed reference checks and contacted agencies whom we know have worked with Pros Consultants in the past. A few of the responses we received are as follows: Mike Leonard, Executive Director, Channahon Park District says “the Strategic Master Plan by Pros Consulting is something I keep on my desk and refer to it all the time”. Todd Reese, Parks and Ground Superintendent, Oklahoma City, OK, “Pros Consulting is an excellent communicator & meeting facilitator, establishes reasonable deadlines for staff submittals and sends out reminders to staff about those deadlines”. All responses staff received were in support of Pros Consulting and favorable.

After a thorough review of all proposals received, conducting interviews with the 3 chosen consultant Teams and holding multiple discussions with references, staff confidently recommends Pros Consulting, Inc. for the implementation of the Mt. Prospect Park District’s Comprehensive Master Plan in 2022.

DOCUMENTS ATTACHED

- The Proposal Response from Pros Consulting and Fee Schedule
- The RFP Packet for The Mt. Prospect Park District Comprehensive Master Plan 2022

BUDGET IMPACT

Approved 2022 Capital Budget (Master Plan - District Wide/#845000)	\$125,000.00
Pros Consulting, Inc. Proposal	<u>\$111,895.00</u>
Remaining	\$13,105.00

RECOMMENDATION:

MOVE TO AUTHORIZE THE EXECUTIVE DIRECTOR OF THE MT. PROSPECT PARK DISTRICT TO ENTER INTO A CONTRACT WITH PROS CONSULTING, INC., IN THE AMOUNT OF \$111,895.00 FOR THE IMPLEMENTATION OF THE MT. PROSPECT PARK DISTRICT’S 2022 COMPREHENSIVE MASTER PLAN.



Request for Proposals:
Comprehensive Master Plan 2022

Presented to the:
Mt. Prospect Park District



December 15, 2021

Prepared By:

CONFLUENCE



pros consulting
INC.

December 15, 2021

Letter of Submission

Mr. Ben Kutscheid, ASLA, PLA, CPSI
Mt. Prospect Park District
1000 Central Rd.
Mt. Prospect, IL 60056

RE: Request for Proposal – Development of the Mt. Prospect Park District Comprehensive Master Plan 2022

Dear Mr. Kutscheid and Selection Committee:

PROS Consulting considers it our privilege to present our approach and qualifications for the opportunity to work with the Mt. Prospect Park District (“District”) on the preparation of a *Comprehensive Master Plan*. We are a full-service management consulting and strategic master planning firm focusing on services to government agencies, with specialized experience in parks and recreation, tourism, economic development, sports strategy, marketing and branding, and open space planning.

Our national experience, combined with our significant experience working in Illinois and Chicagoland, specifically ensures that we are able to offer the best of both worlds to help the Mt. Prospect Park District achieve its vision and goals as it relates to parks and recreation. It is understood that the District desires a Master Plan that provides a roadmap to ensure an appropriate balance within District boundaries of current and future facilities, services, and amenities. To address these issues and to align with the District’s mission of “provide exceptional parks and recreation experiences that enrich the quality of life for present and future generations,” that we propose our approach for this *Comprehensive Master Plan* that will help the District to:

- **Engage the Mt. Prospect community**, leadership and stakeholders through innovative public input means to build a shared vision for the District to ensure there are appropriate balance of programs, facilities, and services;
- **Utilize a wide variety of data sources and best practices**, including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the District;
- **Determine unique Level of Service Standards** to develop appropriate actions regarding parks, recreation, facilities, and trails that reflects the District’s strong commitment in providing high quality recreational activities for the community;
- **Shape financial and operational preparedness** through innovative and “next” practices to achieve the strategic objectives and recommended actions; and
- **Develop a dynamic and realistic strategic action plan** that creates a road map to ensure long-term success and financial sustainability for the District’s parks, recreation programs, and trails, as well as action steps to support the family-oriented community and businesses that call Mt. Prospect home.

In order to create a dynamic, forward-thinking *Comprehensive Master Plan* that meets the District’s high standards, we are pleased to have assembled an esteemed, local and award-winning team for this project, which includes the expertise of our longtime partner **Confluence**. Confluence is a landscape architecture, planning and urban design firm with an office in Chicago to assist on community input, evaluation of parks, capital improvement plan, and action plan. Also on the team is another longtime partner **ETC Institute**, a nationally renowned survey and market research firm to assist in the statistically-valid community survey development. PROS Consulting and ETC Institute have completed more than 400 projects together in the last 26 years.

We have the capacity and availability to meet the project schedule for completion in October 2022 to complete a living and real-time *Comprehensive Master Plan* for the District. We look forward to the opportunity to meet with you in person to present our approach and qualifications to perform this exciting project. If you have any questions or need additional information, please do not hesitate to contact me at 317.679.5615 or leon.younger@prosconsulting.com.

Sincerely,
PROS Consulting



Leon Younger
President

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Fees Located in Separate File

Section Two – Qualifications and Project Portfolio

Who is PROS Consulting?

PROS Consulting is a small firm with a big presence in the field of management consulting for public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation. The full name and location of the office that will be working on this project are:

Full Legal Company Name: PROS Consulting, Inc.

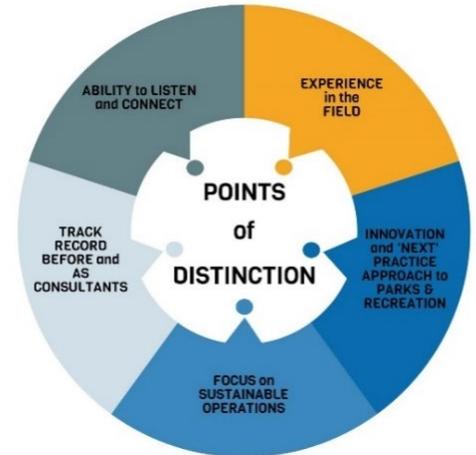
Years in Business: 26 (formed in 1995)

Type of Company: S-Corporation, Leon Younger, President

Contact Information: 35 Whittington Dr., Suite 300; Brownsburg, Indiana 46225;
P: 877.242.7760; F: 877.242.7761

Contacts: Leon Younger, President; 317.679.5615; leon.younger@proconsulting.com

Professional Affiliations: PROS Consulting staff members are affiliated and active in many park professional organizations, including National Recreation and Park Association; City Parks Alliance, and state specific associations across the country.



PROS Quick Facts

- Since the firm was established in 1995 to uniquely serve the park, recreation and tourism services industry, PROS has completed more than 1,000 projects in over 47 states and numerous projects internationally in seven countries.
- The **PROS Team has worked in highly diverse environments** from the inner cities of Los Angeles, Miami, Atlanta, and Dallas, to remote areas in Appalachia, Montana, and the American West. Our experience includes working with the best-of-the-best, the worst-of-the-worst, and a lot in between.
- Our planning team has great depth of operational experience with **over 100 combined years as former parks and recreation managers**. This perspective of being trained “in the industry” and not just “on the industry” allows us to relate to communities and their residents, recreationalists of all types, and to understand the unique relevance of needs that can be most appropriately served by our clients. In other words, great recreational and park planning is not just collecting surveys and reporting results — it is about **achieving a sustainable balance of services, meeting community needs, and resource protection with community fulfillment**.
- Our approach to planning projects is that we become the **extension of the client’s team** and carry the same accountability as they do in serving their communities.
- This project is not about the PROS Team or what we think is best for your organization and stakeholders, nor do we believe that what works in some parts of the country will work here. This project is about producing reliable, sustainable, relevant, and innovative outcomes for the Mt. Prospect Park District, and the people that live, work and play in the region.

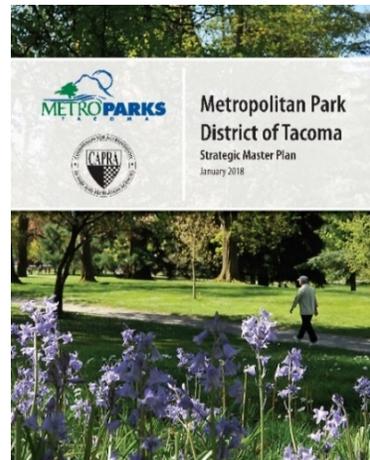
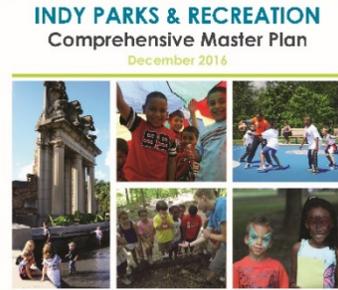




Firm Qualifications

Management consulting and planning services offered by PROS span the full spectrum of planning needs for public agencies, and are grouped into the following practice areas:

- **Master Planning** — completed over 300 master plans for parks and park systems that have been successfully implemented and driven over \$5 billion worth of capital investment.
- **Strategic Planning** — completed over 300 strategic plans for cities, counties and state agencies to help them become established in their market or to reposition themselves.
- **Programming Analysis** — as part of many of our Master Plans or Strategic Plans, PROS utilizes our PROS Program Positioning Model, or 3PM. The outcome of the process is the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. We have completed over 300 program plans for systems across the country.
- **Needs Assessment** — completed over 300 needs assessments as a precursor of doing a Master Plan, Strategic Plan or Feasibility Study.
- **Operations, Maintenance and Organizational Development** — PROS has completed over 450 plans that involved operations, maintenance and organizational development components.
- **Financial Planning and Management** — PROS is most renowned for providing the innovative and proven methods for financial planning and management in the public sector with direct experience and over 150 proven ways to fund public parks and park systems.
- **Feasibility Studies and Business Planning** — PROS has completed over 200 feasibility studies and business plans, often counseling our clients on how they can shape their projects and their vision around the reality of what is feasible and sustainable.
- **Customer Service Training** — completed customer service excellence training for municipalities across the country. The training is customized to each agency’s goals and outcomes and range from single day work sessions to multi-year culture change processes.



“PROS was able to reach out to all segments of our community and develop a Needs Assessment that we were able to base our core programs off of. Its success led to us hiring PROS again for our Parks and Open Space Master Plan and their ability to have an understanding of our community’s needs made the overall plan that much stronger.”

Dave Mickaelian, City Manager, City of Healdsburg, California

“PROS Consulting has been one of the reasons for this department’s success, which includes CAPRA Accreditation and the 2012 Gold Medal. PROS completed the department’s 10-Year Comprehensive Master Plan.”

Michael Kirschman, Former Deputy Parks and Recreation Director, Charlotte-Mecklenburg County, NC regarding the Comprehensive Parks and Recreation Master Plan (2008) and the 2015 Update (Currently, Director of Virginia Beach Parks & Recreation)

Unique Experience Specific to the Project

The Consulting Team features unique experience that can serve the Mt. Prospect Park District, including:

- Recent completion of numerous parks and recreation master planning projects** including Elmhurst PD, IL; Palos Heights, IL; Park District of Highland Park, IL; Channahon Park District, IL; Champaign PD, IL; Park District of Oak Park, IL; Dayton, OH; Canton, OH; Cleveland, OH; Toledo, OH; Carmel, IN; Brownsburg, IN; Valparaiso, IN; Plainfield, IN; Olathe, KS; Topeka, KS; Jacksonville, NC; Charlotte, NC; Roanoke, VA; Carlsbad, CA; Malibu, CA; Pasadena, CA; Roseville, CA; Healdsburg, CA; Everett, WA; West Richland, WA; Provo, UT; Glendale, AZ; Scottsdale, AZ among many others

The matrix below illustrates why our Consulting Team is the most qualified in relation to the qualifications requested by the District.

Qualifications	PROS Consulting
Experience with parks, recreational facilities, programs and service management	Over 100 years combined experience as practitioners in the parks and recreation industry and as planners.
A firm understanding of the work of parks and recreation agencies	Successfully completed over 1,000 planning projects in all levels of the public sector.
Familiarity with public sector cost accounting and budgeting	Successfully completed over 150 cost of service, financial management, or revenue enhancement plans for public clients.
Knowledge of existing park-centric partnerships throughout the country	Directly assisted over 70 public clients with identifying, establishing, and maintaining innovative partnerships.
Experience developing fiscal or financial plans at facility level (park or sector), or system level	Successfully completed over 200 business plans for individual parks and park systems.
Public facilitation experience	Facilitated over 4,000 meaningful public meetings and focus groups throughout the United States.
Personnel training experience	Organized and facilitated personnel development and training programs for over 10,000 participants in the last 26 years.
Experience with National Recreation and Park Association Gold Medal Agencies	Since 2012, PROS Consulting has completed planning projects with 55% of the National Gold Medal Winning Park Agencies including: Durango, CO; Carmel, IN; Westerville, OH; Scottsdale, AZ; Montgomery County, MD; Homewood Flossmoor, IL; Oak Park, IL; Fairfax County, VA among others.
Forensic accounting and economic analysis experience	Utilized forensic accounting in all cost of service, business plan projects, and economic impact analysis; former public finance director and CPA on staff.
Operational and programming analysis experience	PROS Consulting has completed over 300 operational and programming studies for a wide variety of parks and recreation planning projects on a system-wide level as well as site/facility specific.
Experience in CAPRA Accreditation	Assisted the following agencies with CAPRA Accreditation in the past through master and strategic plans: Durango, CO; Kansas City, MO; Carmel, IN; Indianapolis, IN; Roanoke, VA; Toledo, OH MetroParks; Prince George’s County, MD; Mecklenburg County, NC; Olathe, KS and many others throughout the last 26 years. 2 CAPRA Visitors on Staff.

“PROS Consulting has proved to be responsive, innovative, and sensitive to the unique needs and interests of our community. Based on the recently completed Parks and Recreation Master Plan, I am confident it will provide us a sound framework for decision-making for the next five years and beyond. PROS has assisted us to become CAPRA Accredited and the NRPA Gold Medal award-winning park system CCPR is today on many planning projects and has played an integral role in CCPR’s planning efforts for nearly two decades.”

Michael Klitzing, Parks and Recreation Director, Carmel Clay Parks & Recreation



PROS Consulting & ETC Institute Experience and References

Channahon Park District Strategic Master Plan (2020)

CHANNAHON, ILLINOIS

The Channahon Park District (“District”) is a National Gold Medal winning agency and an Illinois Distinguished Accredited Agency that covers almost 38 square miles and serves over 16,000 people in and around the Village of Channahon, Illinois.

The District is located 50 miles southwest of Chicago in Will and Grundy Counties, Illinois. The boundaries include all of the Village of Channahon, unincorporated areas within Channahon Township and the Will County portion of the Village of Minooka.

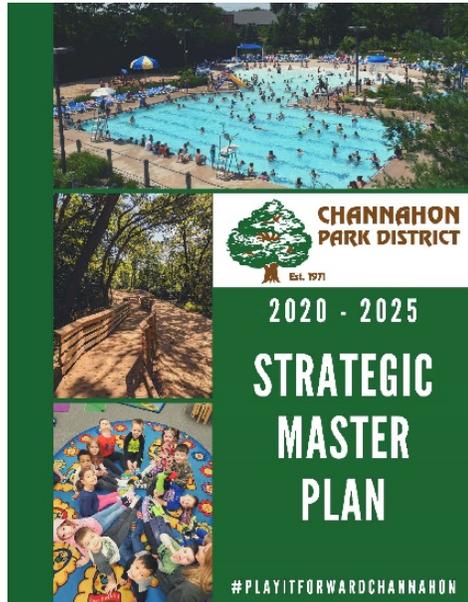
Channahon may be among the oldest venues for recreation in Illinois. Native Americans called the area ‘The Meeting of the Waters’ for the convergence of the DuPage, Des Plaines, and Kankakee Rivers that meet and form the Illinois River. Many traveled to the area for relaxing, fishing, and horse racing.

The District was formed in 1971 and over the last fifty years has developed an enviable variety of park and facility resources, including a 44-acre Central Park, Skateland Recreation Center, Tomahawk Aquatic Center and Heritage Bluffs Public Golf Club among others.

The District desired to update it’s 2009 Districtwide Comprehensive Master Plan with the creation of a Strategic Master Plan (“Plan”) that sought to combine physical elements of a Master Plan with the Strategic Vision to ensure its next half century sustains the path of excellence it has been on. To achieve that goal, the District leadership and staff selected PROS Consulting, as well as ETC Institute, to assist in completing its 2020-2025 Strategic Master Plan.

The Plan provided a roadmap for the short and the long term. In the short term, it is key to commence the implementation of the Big Moves, which included a focus on financial sustainability, building a culture of customer service excellence, and improving existing infrastructure identified in the plan while in the mid to long term setting the District up to continue its National Accreditation and Gold Medal ways.

Client Reference: Michael J. Leonard, CPRE; Executive Director; Channahon Park District; 815.521.3119; mleonard@channahonparks.org



Carmel, IN Comprehensive Parks and Recreation Master Plan (2020)

CARMEL, INDIANA

Founded in 1991, Carmel Clay Parks & Recreation (CCPR) was established through an Interlocal Cooperation Agreement between the City of Carmel and Clay Township in Indiana. CCPR manages and maintains more than 500 acres of park land and numerous recreation facilities, providing more than 5,000 annual classes and programs for all ages. CCPR contributes to the community's outstanding quality of life by providing enriching, enjoyable escapes through recreation, fitness, and nature. The agency is CAPRA Accredited and won the 2014 and 2020 Gold Medal for Parks and Recreation at NRPA.

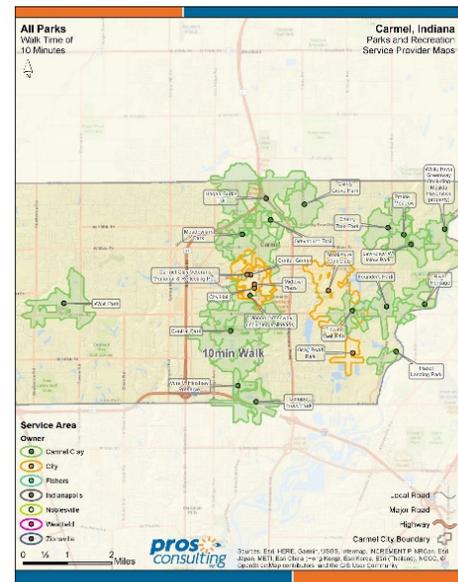
To continue to serve the City of Carmel and Clay Township, CCPR desired an updated Parks and Recreation Comprehensive Master Plan to guide development and actions for the next five years, as well as use as part of the agency's CAPRA Requirement. The purpose of the Parks and Recreation Comprehensive Master Plan was to identify current and future needs of the community, while also updating level of service standards, reviewing the financial strength of CCPR, and providing an action plan with funding and revenue strategies.

PROS Consulting, as well as ETC Institute, worked with CCPR to complete the master plan, which included extensive community input and distinct analysis. The Master Plan was an updated of the previous master plan completed by PROS Consulting for the CCPR, and built off other plans completed by PROS (marketing plan, maintenance management plan, The Monon Community Center Business Plan). The Master Plan scope included:

- Community and Stakeholder Input
 - Focus groups, key leader interviews, and public meetings; Joint meetings with fiscal bodies; Community survey; Demographics and trend report; Benchmark Analysis
- Parks, Facilities and Program Assessment
 - Park assessment; Facility assessment; Level of Service standards; Equity mapping/service area analysis; Program Assessment, Priority ranking needs assessment; Capital Improvement Plan
- Operations, Financial, and Benchmark Analysis
 - Operations review; Finance review; Funding sources review
- Master Plan Development
 - Review vision, mission, values; Master Plan themes, initiatives and goals; Plan briefings/public meetings

The master plan built off a great legacy of parks and recreation within Carmel. Recently, Carmel was named one of the “Best Places to Live in America” by CNN Money Magazine, and parks and recreation played an integral role in the quality of life of residents. Also, as part of the study, a park impact fee was completed concurrently with the master plan.

Client Reference: Mr. Michael Klitzing, Director; 1235 Central Park Drive East; Carmel, IN 46032; 317.573.4018; mklitzing@carmelclayparks.com





City of Sioux Falls, SD Parks and Recreation System Master Plan (2020) SIOUX FALLS, SOUTH DAKOTA

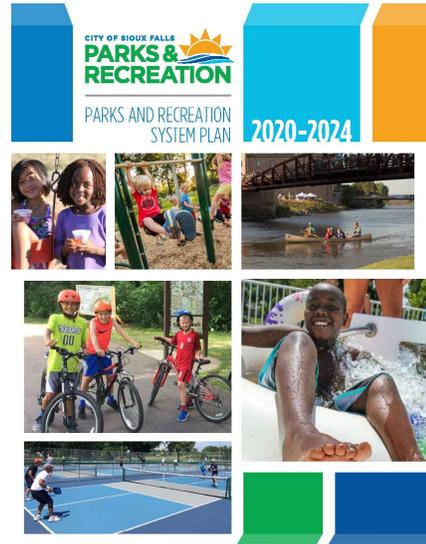
In 2020, **PROS Consulting**, as well as **Confluence and ETC Institute** completed a Parks and Recreation System Master Plan for the City of Sioux Falls. Sioux Falls is the largest city in South Dakota located in the heart of America. Regionally positioned, Sioux Falls is a community that offers a welcoming atmosphere, vibrant Downtown, big-city entertainment, and small-City hospitality. The City of Sioux Falls also provides a comprehensive parks and recreation system that greatly contributes to the quality of life in Sioux Falls and surrounding areas. Sioux Falls Parks and Recreation (“SFPR”) is responsible for maintaining public open spaces, for providing a quality system of parks and recreation facilities, as well as creating positive leisure opportunities available to all persons in the community. SFPR has a legacy of providing high-quality *parks and services to the community*.

The SFPR system consists of over 3,100-acres of parkland, made up of 80 parks, 11 undeveloped sites, 5 community centers, 4 enlarged gymnasiums, 3 support sites, 3 golf courses, 6 ice rinks, 5 outdoor pools, one indoor aquatic center, Downtown River Greenway, and more than 30 miles of paved, off-street recreational trails. Since 2010, SFPR was accredited by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA), which recognizes park and recreation agencies for excellence in operation and service.

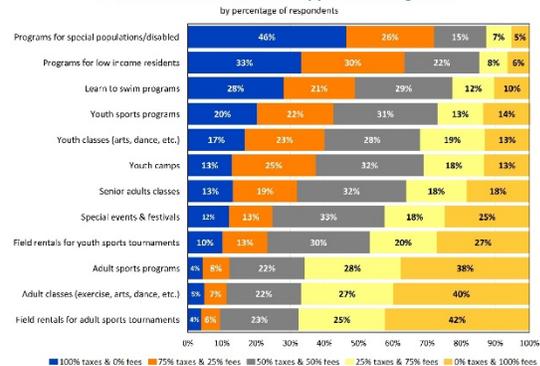
The System Master Plan sought community input to identify their visions and expectations for the future of the Sioux Falls park and recreation system. Community input was received via focus groups, key stakeholder interviews, public forums, a statistically-valid needs analysis survey, a community online open survey, and a crowd-sourcing website www.plansparks.org. The information gathered from the community engagement process was combined with technical research to produce the final plan.

The System Plan followed a process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders. The plan was organized around four themes that emerged from the community and analyses, which were:

Client Reference: Mr. Tory Miedema, Park Development Specialist; 231 North Dakota Ave.; Sioux Falls, SD 57104; 605.367.8217; tmiedema@siouxfalls.org



Q6. Tax Versus User Fee Support for Programs





Upper Arlington, OH Comprehensive Parks Master Plan (2019)

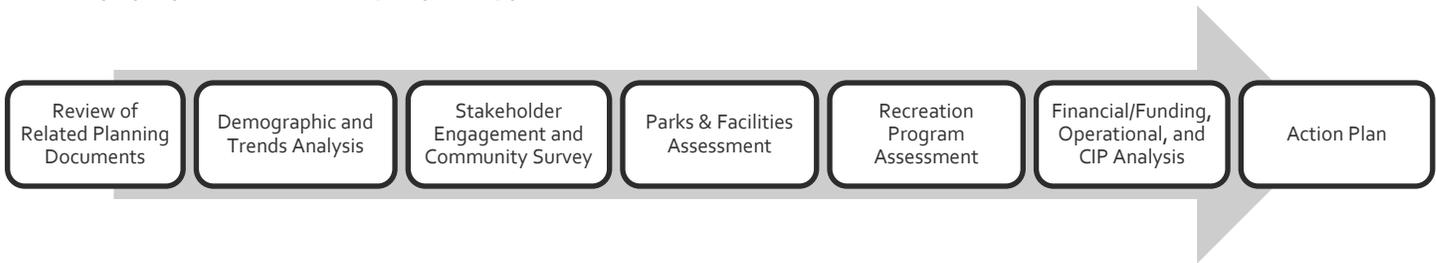
UPPER ARLINGTON, OHIO

PROS Consulting, along with OHM Advisors and ETC Institute, completed a Comprehensive Parks and Recreation Master Plan for the City of Upper Arlington in 2019, which is also adjacent to The Ohio State University. The Upper Arlington Parks and Recreation Department manages parks, recreation facilities, and recreation program services to the citizens of Upper Arlington that greatly contributes to the quality of life for residents of the City. In order for the Department to continue to be viable, it needed a solid planning document to guide the City's efforts.



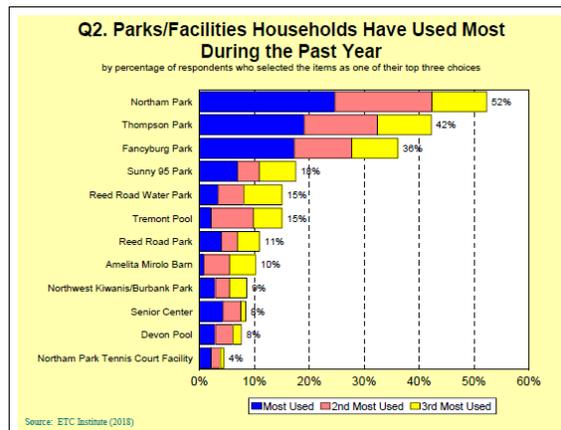
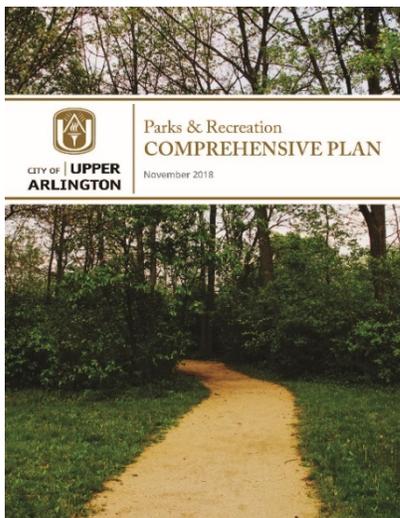
The master plan provides a framework to respond to citizens' needs and expectations, as well as identifies priorities for the staff to work toward successful implementation.

The Upper Arlington Parks and Recreation Master Plan followed an iterative process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders. The project process followed a logical planning path, as illustrated below:



The goal of the Master Plan was to be a guide in the delivery of excellent parks, trails, public facilities, activities, programs, and services that will contribute to community prosperity and improve the quality of life for residents and visitors to Upper Arlington.

Client Reference: Ms. Debbie McLaughlin, Parks and Recreation Director; City of Upper Arlington; 3600 Tremont Road; Upper Arlington, OH 43221; 614.583.5307; dmclaughlin@uaoh.net

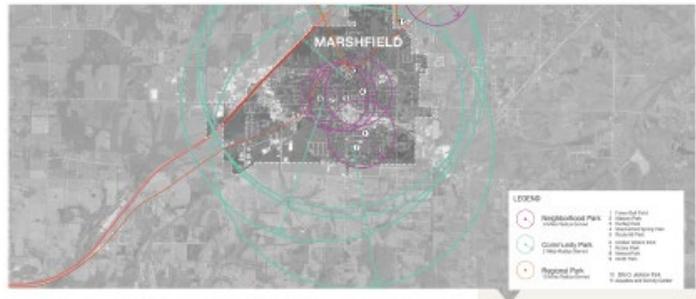


Confluence Experience and References

Marshfield, MO Parks Master Plan

MARSHFIELD, MISSOURI

Confluence, as well as PROS Consulting, led a multi-disciplinary effort to develop a vision for the comprehensive parks master plan for the City of Marshfield.



Our team conducted a thorough inventory and analysis process by identifying the opportunities and strengths for each individual park, determining the level of service currently provided to the community by each park, and benchmarking Marshfield's park system in relation to that of similar communities.

In addition, Confluence facilitated a series of public engagement opportunities to allow community residents and stakeholders to assist in identifying those amenities currently missing or desired in Marshfield's parks system. The findings of the in-depth research, public and steering committee input were documented and developed into site plans for each of the City's 12 park facilities.

Click the link below to read our completed Master Plan:

<https://thinkconfluence-my.sharepoint.com/:f:/p/hmoyers/Ep6Nam3b8UxGgqfT0ekZKEkB6ugowqWd64bMBxUoXiq-0g?e=GeKcBc>

Project Reference: Marc Baker, Parks and Recreation Director; mbaker@marshfieldmo.gov

Marion, IA Comprehensive Parks System Master Plan

MARION, IOWA

Confluence, as well as PROS Consulting, led a multi-disciplinary design team to develop a city-wide Parks and Recreation Master Plan to guide the City's Park and Recreation department over the 10 ten years and beyond. The current system consists of over 600 acres including forty-four parks and greenspaces, three athletic complexes, a cemetery, trail systems and other civic facilities. The goal of the project was to develop a community supported plan that provides guidance for future development and redevelopment of the City's parks, recreation programming, aquatics, open space, trails and facilities. The master plan will guide policy development, prioritize demands and opportunities, and generate a strategic action plan for incorporation into the City's Comprehensive Plan. Our team facilitated the public engagement process involving a steering committee and the general public to ensure that the final recommendations reflect the community's needs and desires.

Click the link below to read our completed Master Plan:

<https://www.cityofmarion.org/home/showdocument?id=10651>

Project Reference: Mike Carolan (Retired), Director of Parks and Recreation; 319.447.3580; mcarolan@cityofmarion.org



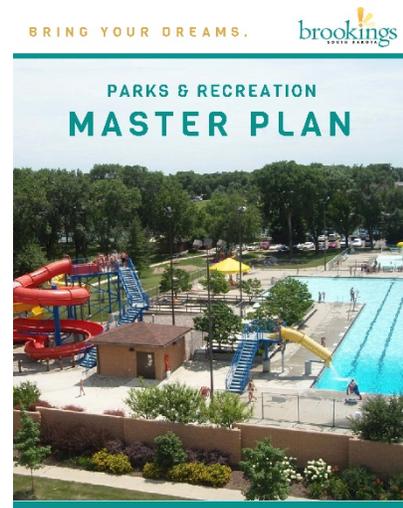


Brookings, SD Parks and Recreation Master Plan (2021)

BROOKINGS, SOUTH DAKOTA

In 2021, PROS Consulting/Confluence completed a Parks and Recreation Master Plan for the City of Brookings. The City of Brookings Parks, Recreation & Forestry Department developed a Parks and Recreation Master Plan as part of its commitment to providing high quality parks and recreation programs and amenities to the community. The goal of the plan was to guide the Department’s investment in parks, programs, and facilities that will serve as a community roadmap to ensure that parks remain a vital community resource, now and into the future.

This system-wide approach to evaluating parks, programs, and facilities enabled the Department and City leadership to develop and implement goals, policies and guidelines that are achievable, and meet the needs of the community now and over the coming ten years. The Parks and Recreation Master Plan followed an iterative process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders. The project process followed a logical planning path, as illustrated below:



Client Reference: Dusty Rodiek, Parks and Recreation Director; City of Brookings; 520 3rd St.; Brookings, SD 57006; 605.691.3313; drodiek@cityofbrookings-sd.gov

Merriam, KS Parks and Recreation Facilities Master Plan (2017)

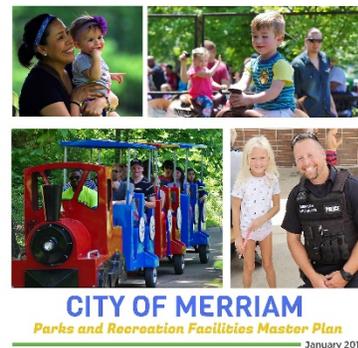
MERRIAM, KANSAS

The City of Merriam, Kansas, with a current population of 11,290, is located eight miles south of downtown Kansas City. The existing recreation infrastructure, including the Irene B. French Community Center and Merriam Aquatic Center, are both aging facilities within the community which have been identified as needing repairs and improvements in the near future which require a significant investment of City resources. As such, the City of Merriam identified the need to develop a comprehensive Facilities Master Plan. The plan served as a roadmap if future development of new recreation facilities is pursued, balancing the recreational needs of the City within a financially feasible and sustainable manner.

In spring of 2016, the City of Merriam selected a Consultant Team consisting of PROS Consulting, Confluence, SFS Architecture, and ETC Institute to evaluate the potential of new recreation facilities in the City of Merriam as part of a Facilities Master Plan.

An outcome of the planning process was the passing of a voter ballot – 67.5% of the voters – to build a new 66,000 square-foot community center with indoor and outdoor swimming pools and a full-sized gym.

Client Reference: Ms. Anna Slocum, Merriam Parks and Recreation Director; 5701 Merriam Dr.; Merriam, KS 66203; 913.322.5556; annas@merriam.org



Section Three – Project Management

We have expanded our expertise and capabilities in order to best serve the needs of the District in this plan. Our team members have worked with us on similar projects in the past and have a great reputation across the industry, both locally and nationally. The subconsultants proposed for this team are chosen for their specific expertise to ensure the highest level of innovation and successful outcome. Services can be scaled up or down depending on need. Our entire team is inspired and excited to develop a planning document that elevates parks and recreation for the citizens of the Mt. Prospect Park District.

Confluence WHO WE ARE

Confluence is a professional consulting firm comprised of landscape architects, urban designers and planners. Our staff of 70+ includes 39 licensed landscape architects and AICP certified planners – and our firm is comprised of energetic, creative, and passionate people who are involved in making our communities better places to live. We assist our clients on a wide range of public, educational, institutional and private sector projects. Our landscape architects are licensed to practice in California, Colorado, Georgia, Kansas, Idaho, Illinois, Iowa, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, Nevada, North Dakota, Ohio, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Wisconsin, and Wyoming – and this list continues to grow to meet our client’s needs.

CONFLUENCE

LOCATIONS

Chicago
307 North Michigan Avenue #601
Chicago, Illinois 60601
312.663.5494
Minneapolis
Des Moines
Cedar Rapids
Kansas City
Sioux Falls
Omaha
Fargo
Denver

WHAT WE DO

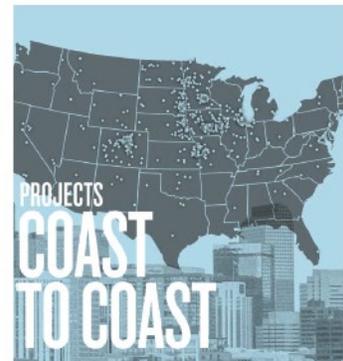
Simply stated - we create places full of life. The diversity of our work and expertise has become a hallmark of our firm, and it’s a big reason why our clients engage us again and again to help establish their next creative vision for the future. We offer a wide array of design and planning capabilities, handling everything from stakeholder and community engagement activities, to crafting urban design and community planning solutions, to representing our clients during construction implementation. With over twenty years of award-winning experience and hundreds of completed projects, Confluence has shaped the practice of landscape architecture, planning and urban design across the Midwest, and we love what we do. What can we do for you?

HOW WE WORK

Our creative process is focused on collaboration and insightful interaction with our clients, consultants and the community in which we work. We begin by gaining an insightful and objective understanding of each project, including how it fits into the surrounding context. From vision to completion, our team excels in collaborating to shape and achieve your “what’s next” – while also planning ahead on your long-term strategy. The diversity of our practice and professional experience provides a solid framework upon which to build successful strategies for achieving our client’s goals.

Confluence brings together people, energy and ideas to shape the future of our communities. We strive to achieve the inherent potential within each project while naturally making our world a better place.

Our network of nine offices, located throughout the Midwest, provides value to our clients through our depth of experience identifying, developing and applying emerging creative trends and best practices.



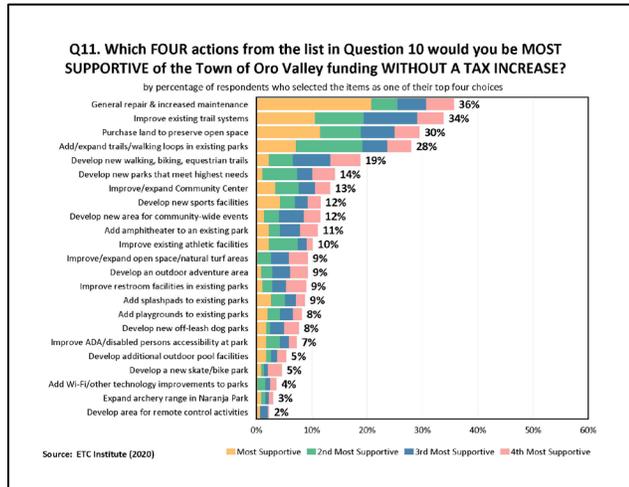


ETC Institute

ETC Institute is a 102-person market research firm that specializes in the design and administration of market research for governmental organizations. Our major areas of emphasis include citizen satisfaction surveys, parks and recreation surveys, community planning surveys, business surveys, transportation surveys, employee surveys, voter opinion surveys, focus groups, and stakeholder interviews. Since 1982, ETC Institute has completed research projects for organizations in 49 states. ETC Institute has designed and administered more than 3,500 statistically valid surveys and our team of professional researchers has moderated more than 1,000 focus groups and 2,000 stakeholder meetings. During the past five years alone, ETC Institute has administered surveys in more than 700 cities and counties across the United States. ETC Institute has conducted research for more major U.S. cities and counties than any other firm.



Core services of the firm involve conducting statistically valid surveys and related market research. ETC Institute has conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies. PROS Consulting and ETC Institute have teamed on more than 400 similar parks and recreation projects.

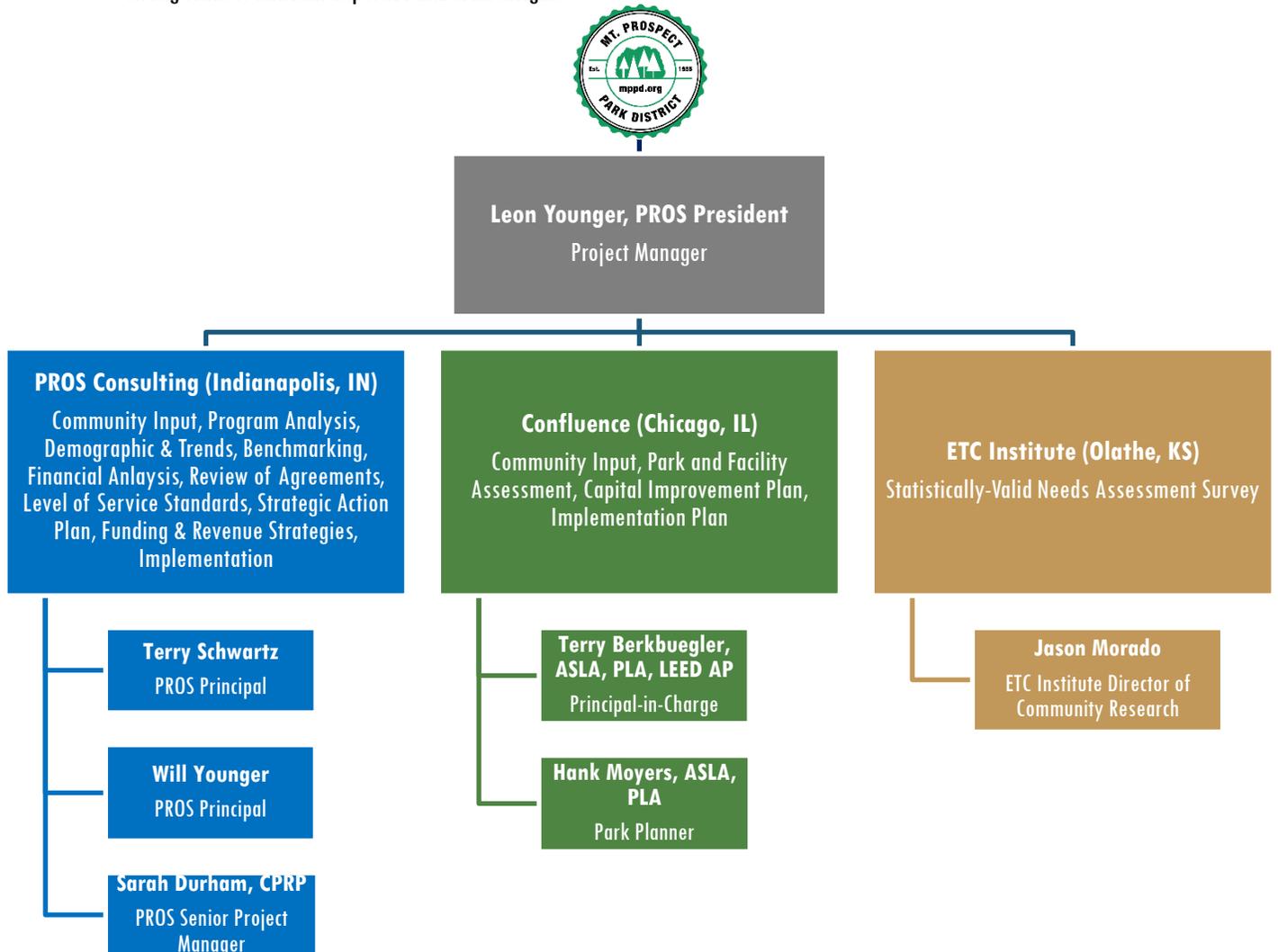


Project Management & Availability

The Consulting Team on this project will be led by PROS Consulting President, Leon Younger and all members of the PROS Team. Central to our project approach is providing a high level of responsiveness to the Mt. Prospect Park District and maintaining accessibility throughout the project lifespan. Our team has the capacity, flexibility and will work hard to effectively serve as an extension of the District staff. The Consulting Team we have assembled has the experience and reputation of meeting time schedules and budgets and have completed many parks and recreation planning projects of similar nature across the country. PROS Consulting has the capacity with our current workload and future obligations to allow for timely completion of this project.

Team Organization

The following organizational structure demonstrates how the team will be coordinated by PROS Consulting. This team provides a strong team of national expertise and local insight.





Resumes

Leon Younger PROS Consulting President Education

M.P.A., University of Kansas, Aug. 1988
B.S., Kansas State University, May 1975

Employment History

President, PROS Consulting, Sep. 1995 to present
Director/Chairman of the Board, Indianapolis Parks and Recreation, Apr. 1992 to Sept. 1995
Executive Director, Lake MetroParks (OH), Jun. 1988 to Mar. 1992
Director, Jackson County (MO) Parks and Recreation, Aug. 1983 to Jun. 1988

Certification

Certified Park and Recreation Professional

Professional Experience

Leon is the founder and President of PROS Consulting. He has more than 40 years in parks, recreation, and leisure services. Leon is a recognized leader in applying innovative approaches to managing parks and recreation organizations. He has held positions as Director of Parks and Recreation in Indianapolis, IN; Executive Director of Lake Metroparks in Lake County, OH (Cleveland area); and Director of Parks and Recreation in Jackson County, MO (Kansas City). Leon is routinely invited to present his management and development philosophies at conferences, workshops, and training across the United States, as well as internationally. He is co-creator of the Community Values Model, a business model that synthesizes community & stakeholder input into a strategic plan. He regularly addresses sessions at the National Recreation and Park Association Conferences and has served as a board member and instructor at the Pacific Revenue and Marketing School in San Diego, California and the Rocky Mountain Revenue and Management School in Colorado. Currently, Leon is serving on the Board of Directors for the City Parks Alliance, the only independent, nationwide membership organization solely dedicated to urban parks.

Similar Project Experience

- Carmel Clay, IN Parks and Recreation Master Plan
- City of Valparaiso, IN Parks and Recreation Master Plan
- Champaign, IL Parks and Recreation Master Plan
- Town of Brownsburg, IN Parks and Recreation Master Plan; Business Plan; BASE Business Plan; Little League Business Plan
- Town of Plainfield, IN Parks and Recreation Master Plan
- Indianapolis, IN Parks and Recreation Master Plan
- Westerville, OH Parks and Recreation Master Plan
- MetroParks Tacoma, WA Strategic Master Plan
- Nashville, TN Parks and Recreation Master Plan
- Franklin, TN Parks and Recreation Master Plan
- Sioux Falls, SD Parks and Recreation Master Plan
- Miami Dade County, FL Comprehensive Parks and Recreation Program Plan
- Miami Dade County, FL Parks Maintenance Management Plan
- Olathe, KS Parks and Recreation Master Plan & Recreation Center Feasibility Study
- Aspen, CO Recreation Division Business Planning Services
- City of San Francisco, CA Recreation Plan and Needs Assessment
- City of Healdsburg, CA Parks and Recreation Needs Assessment and Parks and Open Space Plan
- Shawnee County, KS (Topeka) Parks and Recreation Strategic Master Plan
- City of Kansas City, MO Parks and Recreation Master Plan



Terry Schwartz

PROS Consulting

Principal

Education

Ed.D., Northern Illinois University, Dec. 1996

M.A., Northeastern Illinois University, May 1991

B.S., Southern Illinois University, May 1978

Employment History

Consultant, PROS Consulting 2014-Present

Executive Director, Winnetka, IL Park District, 2009-2014

Superintendent of Citywide Services, City of San Francisco, 2005-2009

Studio Director, Councilman-Hunsaker, 2002-2005

Professional Consultant, PROS Consulting, 1996-2002

Executive Director, Glen Ellyn, IL Park District, 1993-1996

Superintendent of Revenue Facilities, Arlington Heights, IL Park District, 1983-1993

Director of Recreation, Champaign, IL Park District, 1978-1983

Superintendent of Recreation, Alton, IL Park and Recreation Dept., 1974-1978



Professional Experience

Dr. Schwartz has experienced a long career serving significant park and recreation organizations as the Executive Director and lead administrator in the Midwest and on the West Coast of the U.S. His career has provided him with management responsibilities of a significant diversity of organizations large and small. In addition to serving as an Executive Director, he has been the principle manager of destination facilities in San Francisco including oversight of large national attractions such as Candlestick Park; the site that hosted the 2009 President's Cup, Harding Park Golf Course, and Camp Mather a 500 person campground located in Yosemite National Park. He offers significant experience when managing local attractions as well including indoor tennis clubs, ice arenas, aquatic and beach facilities and golf courses. Throughout his career he has assisted or directed strategic planning and master planning studies of over 30 communities. The most recent planning process yielded \$20 million in capital improvements in a community of 12,500 residents. In addition, he is the brainchild of a mentoring program designed to help administrators and staff become improved managers of their operation systems.

Similar Project Experience

- Recreation Master Plan, St. Peters, MO
- Business Plan, Glenview Recreation Center, Glenview, IL
- Business Plan, Leftwich Tennis Center, Memphis, TN
- Business Plan, Longboat Key Tennis Center, Longboat Key, FL
- Strategic Plan, Houston Tennis Strategic Plan, Houston, TX
- Business Plan, St. Peters Recreation Facilities, St. Peters, MO
- Feasibility Study, Recreation Center, Batavia Park District, Batavia, IL
- Feasibility Study, Recreation Center, New YMCA, Morris County, NJ
- Facility Planning, Recreation Center Space Planning, Batavia Park District, Batavia, IL
- Feasibility Study, Recreation Center, Lake Park High School, Medinah, IL
- Indoor Athletic Complex Feasibility Study, Waukegan Park District, Waukegan, IL
- Audit and Feasibility Study, City of Worcester, Worcester, MA
- Feasibility Study, Recreation Center, Ottawa Township High School, Ottawa, IL
- Feasibility Study, Long Branch School District, Long Branch, NJ
- Feasibility Study, State of Delaware, Dover, DE
- Feasibility Study, Grand Forks Park District, Grand Forks, ND
- Feasibility Study, City of Boonville, Boonville, MO
- Strategic Planning, Collinsville Area Recreation District, Collinsville, IL
- Feasibility Study, Batavia Park District, Batavia, IL



William Younger

PROS Consulting

Principal

Education

B.A.S., Miami University, 2005

Employment History

Consultant, PROS Consulting 2004 to Present

Assistant Golf Professional, Eagle Creek Golf Course

Professional Experience

Will has been with PROS Consulting since 2004 and serves as the project manager on master plans, strategic plans, feasibility studies, and business plans for a variety of organizations, including municipal, state, and not-for-profits. Prior to joining PROS Consulting, he worked in the municipal golf course industry. He also leads many business development initiatives for the PROS Consulting Team and its partners ensuring efficient communication and progress across multiple projects and geographies. He has specialized experience in logistics management for various components of the planning process and serves well in a wide range of consulting assignments. His varied and extensive experience gained from working on over 100 planning projects proves to be a valuable asset as he serves various aspects of project planning including task development, scheduling, solicitation of community input, status reporting, performance, and report development.



Similar Project Experience

- Sioux Falls, SD Parks and Recreation Master Plan
- Brookings, SD Parks and Recreation Master Plan
- Carmel, IN Parks and Recreation Master Plan
- Town of Brownsburg, IN Parks and Recreation Business Plan and Strategic Master Plan
- Town of Plainfield, IN Parks and Recreation Master Plan
- Town of Speedway, IN Parks and Recreation Master Plan
- City of Greenfield, IN Parks and Recreation Master Plan
- City of Indianapolis, IN Parks and Recreation Master Plan
- Bays Mountain Park, TN Long Term Strategic Plan
- City of Palmer, AK Parks and Recreation Master Plan
- Healdsburg, CA Parks and Recreation Needs Assessment and Community Center Business Plan
- Westchester County, NY Economic Impact and Fiscal Impact Analysis
- City of Grapevine, TX Community Center Expansion Feasibility Study and Business Plan
- City of Olathe, KS Recreation Center Feasibility Study and Business Plan
- Edgewater Park State Park Business Plan (Cleveland, OH)
- Great Rivers Greenway (St. Louis, MO) System Strategic Business Plan
- Oakland County, MI Parks Commission Golf Course Business Plans
- Red Mountain Park Business Plan (Birmingham, AL)
- City of Westerville, OH Parks, Recreation and Open Space Master Plan
- Orange Township, OH Community Center Needs Assessment and Feasibility Study
- Columbus, OH Recreation Program Assessment and Service Delivery Review

Sarah Durham, CPRP

PROS Consulting

Senior Project Manager

Education

B.A. (Public Relations / Business), Purdue University

Employment History

Consultant, PROS Consulting, 2010 to present

Certification

Certified Parks and Recreation Professional (CPRP)

Professional Experience

Sarah's academic background in communications and business coupled with her experience in the private sector on the sales side equips her strongly to lead and support the market research and business planning functions of all key PROS projects. Her strong analytical skills coupled with a strong business background allow her to provide an in-depth perspective to understand the market potential and position agencies to best meet the users' needs. She manages a variety of tasks ranging from competitor analysis to GIS mapping as well as demographics / trends assessments and establishing levels of service standards for agencies all over the country. She has ten (10) years of assisting on various projects across the United States specializing in market analysis, community involvement, benchmarking studies, price comparison studies, competitive assessments, mapping, demographics and trends assessments.



Similar Project Experience

- Brownsburg, IN BASE Business Plan and Little League Business Plan
- Brownsburg, IN Parks and Recreation Master Plan
- Montgomery County, MD Parks and Recreation Needs Assessment
- Canton, OH Joint Recreation District Master Plan
- Westerville, OH Recreation Center Business Plan
- Miami Dade County, FL Regional Parks and Recreation Assessment
- City of Carlsbad, CA Parks and Recreation Needs Assessment and Action Plan
- City of San Clemente, CA Beaches, Parks and Recreation Master Plan
- Prince George's County, MD Functional Master Plan for Parks, Recreation & Open Space
- City of Kansas City, MO Parks and Recreation Master Plan
- East Baton Rouge Parish, LA Parks and Recreation Master Plan
- Shawnee County, KS, Parks and Recreation Master Plan
- City of Columbus, OH Parks and Recreation Master Plan
- City of Dallas, TX Recreation Master Plan
- Birmingham, AL Regional Partnership Assessment
- Mecklenburg County, NC Comprehensive Parks and Recreation Master Plan
- Carmel Clay, IN Parks and Recreation Comprehensive Master Plan
- Washington County, PA Parks and Recreation Master Plan



Jason Morado

ETC Institute

Director of Community Research

Education

M.B.A., Webster University, 2009

B.S. in Business Administration — Marketing, Avila University 2000



Summary of Professional Experience

Mr. Morado has over 15 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 400 local governmental organizations throughout the U.S. Mr. Morado is experienced in all phases of project management of market research studies, including survey design, developing sampling plans, quantitative and qualitative analysis, interpretation of results and presentation of findings. His areas of emphasis include citizen satisfaction surveys, parks and recreation needs assessment surveys, community planning surveys, business surveys, and transportation studies. He has also led the coordination and facilitation of focus groups and stakeholder interviews for a wide range of topics.

Similar Project Experience

Mr. Morado has served as a project manager for over 150 parks and recreation surveys for local governmental organizations. Some of these organizations include:

- Atlanta, GA
- Arlington County, VA
- Bend, OR
- Blue Springs, MO
- Burleson, TX
- Casa Grande, AZ
- Cedar Rapids, IA
- Champaign, IL
- Cincinnati, OH
- Columbus, OH
- Denver, CO
- Des Moines, IA
- East Baton Rouge Parish, LA
- Eau Claire, WI
- Edmonds, WA
- Iowa City, IA
- Henderson, NV
- Geneseo, IL
- Kent, WA
- Kettering, OH
- Lake St. Louis, MO
- Las Cruces, NM
- Lenexa, KS
- Longview, TX
- Los Angeles, CA
- Lubbock, TX
- Mesa, AZ
- Mecklenburg County, NC
- Miami, FL
- Milwaukee County, WI
- Naperville, IL
- Oakland County, MI
- Orlando, FL
- Overland Park, KS
- Peoria, AZ
- Raleigh, NC
- Redmond, WA
- Richland County, SC
- Round Rock, TX
- Salvation Army (numerous locations)
- San Diego, CA
- San Francisco, CA
- Southlake, TX
- St. Paul, MN
- U.S. Army Installation Management Command
- U.S. Marine Corps
- U.S. National Park Service
- Valparaiso, IN
- Virginia Beach, VA
- Washington D.C

TERRY BERKBUEGLER, ASLA, PLA, LEED AP

PRINCIPAL-IN-CHARGE

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Prairie Gateway Chapter

- Past President / 2002 to 2003
- President / 2001 to 2002
- Treasurer / 1998 to 2001

Kansas City City Market

- Oversight Committee / Chair

Association for Strategic Planning

Kansas City Industrial Council

- Sustainability Committee Chair / 2011 to 2015

US Green Building Council / Corporate Member

Society for College & University Planning / #51442

Kansas City Downtown Council

- Infrastructure Committee / 2008 to Present

Kansas City Energy Project Advisory Committee Member / 2014 to 2015

Olathe Chamber of Commerce Member

Shawnee Chamber of Commerce Member

CURRENT + NOTABLE PROJECT EXPERIENCE

Parks & Recreation System Master Plan / Mission, Kansas

Parks Services Signage Master Plan / Overland Park, Kansas

Olathe Parks and Recreation Long Range Master Plan / Olathe, Kansas

Long Range Parks and Recreation Strategic Master Plan / Shawnee County, Kansas

Wilder Bluff Park / Shawnee, Kansas

Hawk Ridge Park Improvements / Raymore, Missouri

Old Mill Park Playground + Splash Pad / Blue Springs, Missouri

E. H. Young Riverfront Park Master Plan / Riverside, Missouri

Garden City Aquatic Facility / Garden City, Kansas

Lexington Lake Soccer Field Cocept Study / Johnson County, Kansas

Northland Regional Community Center Feasibility Study / Kansas City, Missouri

Blue Springs Community Center / Blue Springs, Missouri

Feasibility Study + Site Selection for New Recreation Center / Blue Springs, Missouri

Excelsior Springs Community Center / Excelsior Springs, Missouri

Sedalia Community Center / Sedalia, Missouri

Raymore Community Center / Raymore, Missouri

Olathe Community Center and Stagecoach Park Master Plan / Olathe, Kansas

Girl Scouts Camp Prairie Schooner / Kansas City, Missouri

Recreational Trails Concept Plan / Marshall, Missouri



Terry brings hard work, the pursuit of design excellence and a tireless commitment to client satisfaction to all of his projects. His direct and personal communication leads to strong relationships and successful projects while inspiring loyalty in so many of our clients.

PROFESSIONAL EXPERIENCE

29 Years of Experience

18 Years with Confluence

EDUCATION

Kansas State University
Bachelor of Landscape
Architecture / Spring 1992

PROFESSIONAL REGISTRATIONS

Licensed Professional
Landscape Architect:

- Missouri / #179
- Kansas / #568
- Wisconsin / #618-14

C.L.A.R.B. Certified

LEED Accredited Professional

True Colors International
Certified Facilitator

- Keys to Personal Success
- Team Building

HANK MOYERS, ASLA, PLA

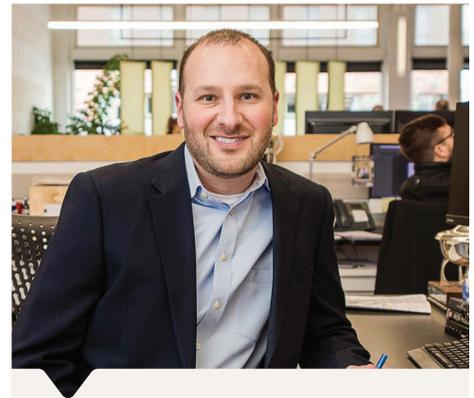
PARK PLANNER

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Prairie Gateway Chapter
 Kansas Recreation & Park Association Member
 Missouri Park & Recreation Association Member
 Olathe Chamber of Commerce Member
 Olathe Chamber of Commerce, Leadership Olathe 2018

CURRENT + NOTABLE PROJECT EXPERIENCE

Marion Parks System Master Plan / Marion, Iowa
 Mission Parks and Recreation Master Plan / Mission, Kansas
 Long Range Parks and Recreation Strategic Master Plan / Shawnee County, Kansas
 Olathe Parks and Recreation Long Range Master Plan / Olathe, Kansas
 Marshfield Parks Master Plan / Marshfield, Missouri
 Wilder Bluff Park / Shawnee, Kansas
 Old Mill Park Playground + Splash Pad / Blue Springs, Missouri
 Cedar Lake Quarry Plan / Olathe, Kansas
 Anderson Park / Mission, Kansas
 Broadmoor Park / Mission, Kansas
 Streamway Park / Mission, Kansas
 Turner Recreation Sports Complex / Kansas City, Kansas
 Olathe Parks and Recreation On-Call / Olathe, Kansas
 LW Clapp Park Master Plan / Wichita, Kansas
 Mohawk Park / Mission, Kansas
 Garden Rapids at the Big Pool / Garden City, Kansas
 Clapp Golf Course / Wichita, Kansas
 Kansas City Zoo Hippo Walkway Replacement / Kansas City, Missouri
 Johnson County Parks & Recreation Observation Towers / Johnson County, Kansas
 Shawnee Mission Park Entry Concept Design / Shawnee, Kansas
 Kansas City Zoo Nature Play Area / Kansas City, Missouri
 Hutchinson Zoo Nature Play + Water Play / Hutchinson, Kansas
 Cedar Niles Park Phase I / Johnson County, Kansas
 Hawk Ridge Park / Raymore, Missouri
 Overland Park Arboretum Master Plan / Overland Park, Kansas
 Kill Creek Observation Tower / Olathe, Kansas
 Shawnee Mission Park Entry / Lenexa, Kansas
 Park Facilities Master Plan / Merriam, Kansas
 West Park Master Plan / Warrensburg, Missouri
 Lake Olathe and Cedar Lake Park Master Plans / Olathe, Kansas



Hank has developed a strong passion for the land and its inherent value provided through historic, cultural and ecological traditions. His belief in these values have allowed him to create landscapes that balance the needs of the sites with the desires of the client for an imaginative and responsive design which enhance the experiences of the people who take part in the site's final use.

PROFESSIONAL EXPERIENCE

18 Years of Experience
 8 Years with Confluence

EDUCATION

Kansas State University
 Bachelor of Landscape Architecture / Spring 2003

PROFESSIONAL REGISTRATIONS

Licensed Professional Landscape Architect:
 • Kansas / #829

Section Four – Methodology and Process Project Understanding

The Mt. Prospect Park District (“District”) has a strong commitment to provide high quality parks, recreation facilities, events and recreation programs and is an integral part of a thriving multi-generational community. To build on this legacy, the District is seeking professional services to prepare a *Comprehensive Master Plan* (“*Master Plan*”).



The Master Plan will provide a roadmap to ensure an appropriate balance within District boundaries of current and future facilities, services, and amenities, while also developing goals, policies, and guidelines with achievable strategies. Ultimately, over the next five years, the Master Plan will become a heavily used resource for the future development and redevelopment of the District’s parks, facilities, and open space.

The goals objectives, forecasted needs, and implementation strategies will at a minimum consider elements such as recreation programming; land acquisition and development; park and facility maintenance, renovations, and improvements; marketing and public relations; fee structures; alternative sources of revenue; technology; and opportunities to expand partnerships.

The Master Plan will be approached collaboratively with the community, stakeholders, Park Board of Commissioners, and District staff, as well as to align with the District’s mission to “provide exceptional parks and recreation experiences that enrich the quality of life for present and future generations.” The Master Plan will:

- **Engage the Mt. Prospect community**, leadership and stakeholders through innovative public input means to build a shared vision for the District to ensure there are appropriate balance of programs, facilities, and services;
- **Utilize a wide variety of data sources and best practices**, including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the District;
- **Determine unique Level of Service Standards** to develop appropriate actions regarding parks, recreation, facilities, and trails that reflects the District’s strong commitment in providing high quality recreational activities for the community;
- **Shape financial and operational preparedness** through innovative and “next” practices to achieve the strategic objectives and recommended actions; and
- **Develop a dynamic and realistic strategic action plan** that creates a road map to ensure long-term success and financial sustainability for the District’s parks, recreation programs, and trails, as well as action steps to support the family-oriented community and businesses that call Mt. Prospect home.

The foundation of our approach is a creative and comprehensive public participation process. It is very important to not only to engage those who typically participate in the planning process, but also those who do not. We will identify opportunities that engage people through a variety of community input processes. The information derived by the public’s participation in key leadership meetings, focus group meetings, public forums, and surveys is important. However, it is equally important that the information received is applied to the overall planning process to accurately articulate the true unmet needs, address key issues and provide the greatest recommendations and strategies to move the District’s parks and recreation services forward for optimum results.





Key Steps in the Process

The Master Plan will create a clear set of objectives that will provide direction to the District staff, the Park Board of Commissioners for a short-term, mid-term and long-term range. There are numerous steps in the project, with the following key areas of focus being foundation components.



Task 1 – Project Management, Progress Reporting & Data Review

A. Kick-off Meeting & Project Management – A kick-off meeting should be attended by the key District staff and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- **Confirmation** – The project goals, objectives, scope, and schedule will be confirmed.
- **Outcome Expectations** – Discuss expectations of the completed project.
- **Communications** – Confirmation on lines of communication, points of contact, level of involvement by Department and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- **Progress Reporting** – The Consulting Team will develop status reports to the District on a monthly basis. More importantly, we will be in close and constant contact with your designated project coordinator throughout the performance of the project.
- **Prepare database of stakeholders** – The Consulting Team will work with the Department who will gather contact information from a variety of sources. This information will be used in the key leadership/focus group interview portion of the Master Plan.
- **Project Branding and Media Strategy** – The Consulting Team will work with the District to develop a project brand for the plan. This could include specific Project Name, Logo, Hashtags etc. in conjunction with the client. The branding will be woven into all aspect of project communication and outreach mediums including, but not limited to, the website, online surveys, and Social Media such as the District’s Facebook, You Tube, or Twitter feeds.
- **Site Tour** – The Consulting Team will conduct a site tour of all existing District-owned parks assets.
- **SWOT Analysis** - The Consulting Team will work with the staff to update the SWOT analysis highlighting existing Strengths, Weaknesses, Opportunities and Threats faced by the District as it seeks to expand and grow its offerings over the next five years.

B. Data Collection – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background as it pertains to preparing the Master Plan. We will review, evaluate, and consider existing reports and information in the process of updating the Master Plan, including, but not limited to the following:

- Strategic Plan 2021
- 2017 Survey Community Survey Findings Report completed by aQity
- Mt. Prospect Park District Budgets
- Annual Data Reports
- Annual Financial Report
- Parks and recreation facility inventory
- Site specific master plans
- Program offerings
- Annual Operating and Capital Improvement Program

Meetings: District review meeting of scope and schedule. The Consulting Team and the District’s project manager/executive director will hold progress meetings via conference call as often as necessary, but no less than once per month until the final plan is approved by the Park Board of Commissioners for the purpose of progress reporting. We supply the Project Manager with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan. Lastly, the Consulting Team will complete a progress review of previous planning efforts and will meet with the District’s project manager at important milestone dates during the planning process, which will be finalized at the kick-off meeting with specific dates outlined.

Deliverables: Finalized scope of work, work schedule with target completion dates, and identification of relevant stakeholders and focus groups. District input of existing planning documents based on the data collection.

Task 2 – Demographic and Trends & Benchmark Analysis

A. Demographic & Recreation Trends Analysis – The Consulting Team will utilize the District’s projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the District and distinguish customer groups.
- To determine changes occurring in the District and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The demographic analysis will be based on US 2020 Census information, 2021 updated projections, and 5 (2026) and 10 (2031) year projections. The following demographic characteristics will be included:

- Population density; Age Distribution ; Households; Gender; Ethnicity; Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association’s (SFIA) 2021 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.



B. Benchmark Analysis (OPTIONAL) – A benchmark analysis can be completed to compare the District’s system to five (5) other relevant peer agencies. We work with the District to identify the 15 key metrics to be surveyed and analyzed, as well as the benchmarked communities.

Agency	Population	Total Acres Owned or Managed	Total Developed Acres	Percentage of Developed Acres	Total Acres per 1,000 Residents
Bloomington	84,067	2,343	2,052	88%	27.88
Valparaiso	32,626	709	556	78%	21.72
Westerville	38,384	596	390	65%	15.53
Columbus	46,690	559	478	86%	11.96
Franklin	72,639	707	704	100%	9.73
Carmel Clay	88,713	553	178	32%	6.23
PRORAGIS Median - Agencies Serving 20,000-49,999 Residents					9.67

Meetings: Project team meeting to confirm system boundary and needed demographic metrics. Project team meeting to confirm benchmark agencies and desired metrics to compare (OPTIONAL).

Deliverables: Demographic analysis that showcases 5-, 10-, and 15-year projections. Final benchmark comparative analysis report (OPTIONAL).

Task 3 – Public Process

We will utilize a robust public input process to solicit community input on how the parks and recreation system and programs meet the needs of residents into the future. This task is an integral part of the planning process. A wide range of community/participation methods may be utilized with traditional public meetings. Our PHILOSOPHY, “We Go Where the People Are” and our engagement PROMISE is:

- Equitable and accessible
- Tailored to the project
- Responsive and flexible – adapt based on what we hear
- Virtual and traditional approaches
- Geographically balanced

Our engagement APPROACH includes:

- Virtual stakeholder meetings
- Phone interviews
- Online surveys
- Virtual public meetings
- Online chats
- Crowdsourcing project website

A. Public Engagement/Advocacy Strategy – The public engagement process will work hand-in-hand with the development of an advocacy strategy for the Master Plan. These meetings will include the Advisor Team and Park Board of Commissioners to provide progress reports. This strategic process is a series of workshops at each milestone of the phase as shown:

- Workshop Series #1 – Overview of project and processes to achieve successful, sustainable implementation
- Workshop Series #2 – Present Key Public Needs Assessment Findings
- Workshop Series #3 – Present Key Technical findings
- Workshop Series #4 – Present Recommendations and Implementation Plan
- Workshop Series #5 – Present Final Plan for Adoption

Each Workshop Series includes outreach/presentations and opportunities for feedback to the:

- Community
- Park Board of Commissioners

B. Key Leadership/Focus Group Interviews – The Consulting Team will perform focus groups and key leadership interviews the community to evaluate their vision for parks and recreation in the community. Up to six (6) focus group meetings and key leadership interviews and other key leaders (up to 16) will be held over a two-day period. One (1) of the focus group meetings will be for the five facilities: Rec Plex, Conservatory, Central Community Center, Studio, and Lions Recreation Center. Also, during these interviews/focus groups, the Consulting Team will gain an understanding of the community values, as well as determine the priority for recreation facilities and programming needs of the District. The following list of potential interviewees will be used to select the final list in conjunction with the District:

- Elected Officials

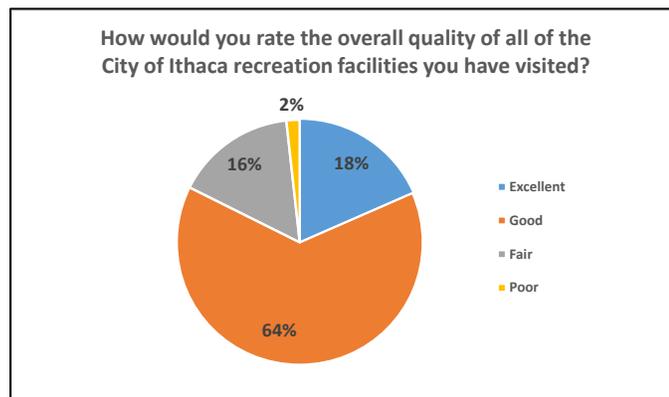
- Key Business Leaders
- Park Board of Commissioners
- Key Partners/Philanthropic Organizations
- Local school officials
- Users and non-users of the recreation system
- Youth Sports organizations
- Senior Groups

C. Public Forums/Workshops – Public forums will serve to present information and gather feedback from citizens at large. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of three (3) public forums: two (2) initial public forums to introduce the project and project goals, gain input for the community’s vision and core values for the system, and one (1) as a final briefing and input opportunity on the draft plan. These meetings would be informal in nature offering the public an opportunity to participate in the planning process and to provide feedback on the proposed options. The purpose for these meetings will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the recreation system. The forums will also afford the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the recreation system.



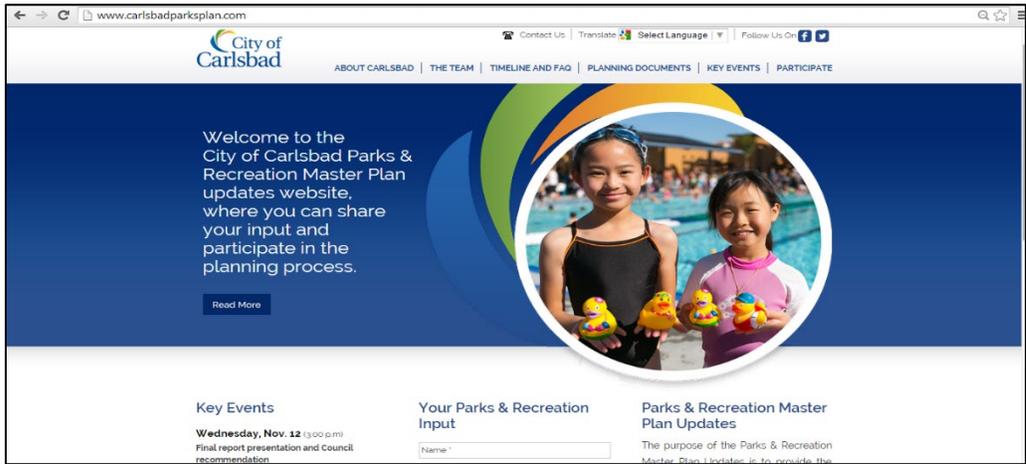
- **Youth Engagement** – The Consulting Team will specifically engage youth either through the delivery of an online survey or through a separate pop-up outreach event at a school / park. These surveys will provide District youth a medium to solicit their input as it relates to recreation program and facility needs.
- **Live Keypad polling** – This technology, which uses remote controls with a radio frequency that transmits results to a laptop computer, may be used during these meetings. Meeting participants can anonymously vote on or rank various options and the group results are immediately recorded and displayed on the computer screen. The Consultant Team has utilized this technique with great success for a number of projects to gain insights from communities about what they value most about various aspects of the community.

D. Electronic Survey – Also, the Consulting Team can create an online survey administered through www.surveymonkey.com. This survey will be promoted through the District’s website and promotional mediums to maximize outreach and response rates. These surveys would provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for park amenities, specific programs, facility components, usage, and pricing strategies.





- E. Crowd-Sourcing Project Website (OPTIONAL)** – The Consulting Team can develop a customized project website that will provide on-going project updates and will serve as the avenue to crowd-source information throughout the project for the entire community. This could be combined with input through Social Media and could also host videos through a dedicated YouTube Channel and utilize the District’s website. E.g. www.planindyparks.com or www.plansfparks.org. It has proven to be a very effective tool in engaging the community on an on-going basis as well as maximize outreach to an audience that may not traditionally show up at public meetings or choose to respond to a phone or mail survey.



Meetings: District review of community meetings agenda. Six focus group meetings, up to twelve community stakeholder meetings, and two Community Public Forum Meetings to gather public input. Crowd-sourcing website (if desired).

Deliverables: The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open and proactive public participation process is achieved. Written community meeting report for each meeting will be provided, along with a technical report on the electronic survey findings.

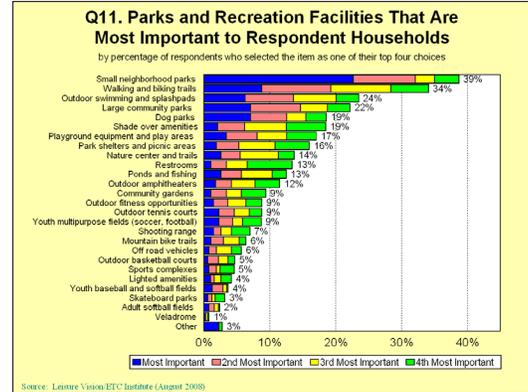
Task 4 – Statistically-Valid Survey

- A. Statistically-Valid Needs Analysis Survey** – The Consulting Team will work with ETC Institute to perform a random, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements that include facility, programming, and the park needs of the District. The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 375 completed surveys at a 95% level of confidence and a confidence interval of +/- 5%. Prior to the survey being administered, it will be reviewed by the District.

This includes ensuring the survey instrument is worded to obtain statistically valid and reliable results, fine-tuned to shorten the survey instrument yet obtain the vital information needed, and formatted to meet all coding requirements. It is anticipated that 3-4 drafts of the survey will be prepared before the final draft is approved by the District.

As part of this task, the sampling plan for the survey will be finalized and the project manager will discuss which methodology is best to conduct the surveys. ETC Institute recommends administering the survey to a random sample of at least 375 residents in the District. A random sample of 375 surveys would have a precision of at least +/- 5% at the 95% level of confidence; it would also allow the results of the survey to be analyzed by sociodemographic and geographic characteristics. ETC Institute will ensure that the results of the survey will be statistically representative of District residents. ETC will also ensure that the survey results are statistically significant based on the population of the District.

Once the final survey instrument is approved, ETC Institute will administer the survey methodology finalized by the District. ETC Institute has the capabilities of administering the survey by mail, phone, or internet alone. However, ETC Institute recommends using a combination of mail, internet, and phone. Given the negative impact Caller ID has had on phone survey response rates in recent years and the need to ensure diverse populations are well represented, we offer the combination mail/internet/phone to maximize the overall level of response. Even if people do not respond by mail or online, people who receive the mailed version of the survey are significantly more likely to respond to the survey by phone because they know the survey is legitimate. As needed, multiple contact attempts at various times during the week, including weekends will be made to contact adult residents. The mailed survey will include a cover letter (on District letterhead) that will explain the importance of the survey, encourage participation, and include a link to complete the survey online for citizens who prefer that option. All mailed surveys, including the cover letter, will be printed by ETC Institute. All attempts to contact respondents will be tracked to accurately calculate the number and rates for refusals, ineligible contact information, eligible contact information, and completed interviews.



Meetings: District review and finalization of statistically-valid survey.

Deliverables: Statistically-valid survey results in a report with all data.

Task 5 – Existing and Future Facilities – Analysis of Levels of Service

A. Parks and Facilities Inventory and Assessment – The Consulting Team will provide an electronic form for the District to provide known park and facility/amenity inventory. A park and facility tour will be performed with the Operations and Maintenance staff, and Programming staff as part of a parks and facilities assessment. The findings from this review will be documented in a prepared data collection form. During this tour, general observation of park and recreation facilities will include:

- Photographs along with text to illustrate key environmental features in the District service area
- General state and condition
- Compatibility with neighborhoods
- Compatibility of amenities offered throughout the system
- Aesthetics/Design
- Safety/security
- Public access to parks, facilities, and trails
- Program capacity and compatibility with users
- Partnership opportunities
- Revenue generation opportunities

All analyses will be performed from this review and incorporated into a comprehensive *Assessment Summary Report*.



PARKS & RECREATION

FACILITY INVENTORY

Name of Site: Aaron Douglas Art Park
Date Completed: June 20, 2013
Completed By: Hank Meyers



pros consulting

CONFLUENCE
TREANOR, INDIANA, PA.

1. SITE LOCATION:

Aaron Douglas Art Park is located in central Topeka at the intersection of SW 12th St and SW Lane St.

SW 12 ST AND SW LANE ST



2. GENERAL SITE DESCRIPTION:

Age: _____
Size: .4 Acres
Classification: Neighborhood Park

Aaron Douglas Art Park is a neighborhood park. It includes a freestanding mural wall constructed in 2005. It is accented by a wedge of planting and a small central pad which can hold informational placards. This park hosts the annual Aaron Douglas Art Fair each September. Concrete pathways provide access to the artwork and around the perimeter of the site. Planting on the site consists of turf, a few trees, and a landscape bed.

3. INVENTORY OF FACILITY AMENITIES AND CONDITIONS:

Mural: +	RATING KEY + Excellent Condition 0 Good Condition - Poor Condition
Sidewalks: 0	
Turf/Landscape: 0	

4. STRENGTHS AND OPPORTUNITIES:

Strengths:
Mural and signage provide opportunities for street interest and draw in pedestrians.

Opportunities:
Site lacks amenities for visitor comfort and facilities for extended activity. Provision for human comfort through water fountains, benches, and shade elements would enable a wider range of activities to occur on the site. Plantings could create greater seasonal interest. Introduction of strategic lighting elements would extend the park's period of use.

5. ACCESSIBILITY RATING (SCALE OF 1 TO 5):

Rating: 3
No ADA issues, however, there are no parking areas dedicated to the park to provide access for festivals. Parking currently occurs in the loading areas along the back of adjacent retail.



B. Park/Facility Classifications and Level of Service Standards – The Consulting Team will work with the District to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team’s national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the District.

2015 Inventory - Developed Facilities										2015 Facility Standards		2020 Facility Standards		
PARKS:	Valpo Parks	Schools	Valpo YMCA	Total Inventory	Current Service Level based upon population			Recommended Service Levels; Revised for Local Service Area			Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed
Neighborhood Parks	15.50			15.50	0.48	acres per	1,000	2.00	acres per	1,000	Need Exists	49 Acre(s)	Need Exists	51 Acre(s)
Community Parks	147.50			147.50	4.55	acres per	1,000	5.00	acres per	1,000	Need Exists	15 Acre(s)	Need Exists	18 Acre(s)
Regional Parks	122.50			122.50	3.78	acres per	1,000	5.50	acres per	1,000	Need Exists	56 Acre(s)	Need Exists	60 Acre(s)
Special Use Park	270.10			270.10	8.33	acres per	1,000	8.00	acres per	1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Undeveloped Acres	153.00			153.00	4.72	acres per	1,000	0.00	acres per	1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Total Park Acres	708.60			708.60	21.84	acres per	1,000	20.50	acres per	1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
OUTDOOR AMENITIES:														
Picnic Shelters	23.00	-	1.00	24.00	1.00	site per	1,352	1.00	site per	2,500	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Soccer Fields	9.00	0.30	-	9.30	1.00	field per	3,488	1.00	field per	4,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)
Multi-Purpose Fields (Football, Cricket, Lacrosse, Rugby)	-	4.00	-	4.00	1.00	field per	8,111	1.00	field per	6,000	Need Exists	1 Field(s)	Need Exists	2 Field(s)
Adult Baseball Fields	2.00	-	-	2.00	1.00	field per	16,222	1.00	field per	6,000	Need Exists	3 Field(s)	Need Exists	4 Field(s)
Youth Baseball Fields	4.00	-	-	4.00	1.00	field per	8,111	1.00	field per	5,000	Need Exists	2 Field(s)	Need Exists	3 Field(s)
Softball Fields	6.00	-	-	6.00	1.00	field per	5,407	1.00	field per	6,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)
Basketball Courts	5.00	-	-	5.00	1.00	court per	6,489	1.00	court per	4,000	Need Exists	3 Court(s)	Need Exists	3 Court(s)
Tennis Courts	1.00	7.00	-	8.00	1.00	court per	4,055	1.00	court per	5,000	Meets Standard	- Court(s)	Meets Standard	- Court(s)
Playgrounds	13.00	1.60	1.00	15.60	1.00	site per	2,080	1.00	site per	2,500	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Dog Parks	-	-	-	-	1.00	site per	#DIV/0!	1.00	site per	40,000	Need Exists	1 Site(s)	Meets Standard	- Site(s)
Skate Park	1.00	-	-	1.00	1.00	site per	32,443	1.00	site per	40,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Sand Volleyball	-	-	-	-	1.00	site per	#DIV/0!	1.00	site per	15,000	Need Exists	2 Site(s)	Need Exists	2 Site(s)
Paved Multi-Use Trails	18.75	-	-	18.75	0.58	miles per	1,000	0.40	miles per	1,000	Meets Standard	- Mile(s)	Meets Standard	- Mile(s)
Unpaved Trails/ Hiking Trails	1.00	-	-	1.00	0.03	miles per	1,000	0.10	miles per	1,000	Need Exists	2 Mile(s)	Need Exists	2 Mile(s)
Spraygrounds	1.00	-	-	1.00	1.00	site per	32,443	1.00	site per	50,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Outdoor Pools	-	-	-	-	1.00	site per	#DIV/0!	1.00	site per	50,000	Need Exists	1 Site(s)	Need Exists	1 Site(s)
INDOOR AMENITIES:														
Recreation/Gymnasium (Square Feet)	-	12,000.00	7,800.00	19,800.00	0.61	SF per person	2,000	2.00	SF per person	2,000	Need Exists	45,086 Square Feet	Need Exists	46,532 Square Feet
2015 Estimated Population	32,443													
2020 Estimated Population	33,166													

Notes:
 School Inventory is reduced due to public access availability for several amenities.
 Central Park Plaza acres is included under Special Use acres.

C. Service Provider and Gap Analysis – The Consulting Team will analyze all major direct and indirect service providers. Direct and indirect service providers will be based on typical services/programs administered at like parks and recreation facilities. This data will be utilized to compare against the activities and programs identified in the Market Definition. An inventory of comparable facilities will be performed on a local and regional basis to attempt to quantify market share. An analysis of competition will include: location, service offering, public/private provider, profit/non-profit provider, pricing, and attraction. This data will be utilized to compare against the activities and programs offered by the District.

D. Geographical Analysis through Mapping – The Consulting Team will work with the District to determine appropriate GIS mapping. The Consulting Team will utilize GIS to perform geographical mapping to identify service area and accessibility analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by the Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. This mapping identifies gaps and overlaps in service area. It is assumed that the District will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.



Meetings: Review of District provided inventory and condition information. Tour of existing facilities/properties for the purposes of assessment of facilities. Park classification and design standards review discussion. Also, meeting on appropriate mapping method desired.

Deliverables: Facility Analysis / Assessment Report. Level of Service Standards and GIS Mapping.

Task 6 – Analysis of Programs and Services

A. Recreation Programs and Services Analysis – Recreation programs and services are the backbone of park and recreation agencies. This assessment will review how well the District aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus District efforts in core program areas and create excellence in those programs deemed most important by program participants.

Meetings: Initial meeting with District to provide information regarding current program offerings, as well as follow up to present findings and recommendations.

Deliverables: Programs and Services Assessment Report.





Task 7 – Rank and Prioritize Demand and Opportunities

A. Prioritized Park and Facility / Program Priority Rankings – The

Consulting Team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, program assessment, and the service area mapping into a quantified park and facility / program ranking. This priority listing will be compared against gaps or surplus in facilities and amenities, as well as programs. This will list and prioritize facility, infrastructure, amenities, and program needs for the recreation system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future recreation facilities, as well as program needs based on community input, as well as state and national user figures and trends. We will work with the District to identify public owned and private land suitable for acquisition and development/expansion for park or facility purposes. The Team will conduct a work session with the District to review the findings and make revisions as necessary.

Facility	Overall Rank
Outdoor swimming pool/family aquatic center	1
Connected walking & biking trails	2
Nature center & trails	3
Indoor swimming pools/leisure pool	4
Small neighborhood parks	5
Off-leash dog park	6
Indoor ice arena	7
Multi-generational community center	8
Senior center	9
Indoor running/walking track	10
Indoor fitness & exercise facilities	11
Youth soccer fields	12
Greenspace & natural areas	13
Outdoor ice arena	14
Outdoor tennis courts	15
Indoor lap lanes for exercise swimming	16
Youth baseball & softball fields	17
Skateboarding park	18
Playground equipment	19
Adult softball fields	20
Outdoor basketball courts	21
Indoor sports fields (baseball, soccer, etc.)	22
Large community parks	23
Indoor basketball/volleyball courts	24
Disc golf	25
Spraygrounds	26
Youth football fields	27

B. Capital Improvement Plan – We recommend the development of a three-tier capital improvement plan that will assist the District in the inevitable and continuous rebalancing of priorities and associated expenditures. Each tier reflects different assumptions about available resources.

- The **Critical Alternative** has plans for prioritized spending within existing budget targets and focuses on deferred maintenance and lifecycle replacement of assets and amenities within the existing parks system. The intention of this alternative is to refocus and make the most of existing resources with the primary goal being for the District to maintain high quality services.
- The **Sustainable Alternative** describes the extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of residents that would require additional operational or capital funding. In coordination with Park Board of Commissioners, the District would evaluate and analyze potential sources of additional revenue, including but not limited to capital bond funding, partnerships, grants, and existing or new taxes.
- The **Visionary Alternative** represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals and by providing a long-range look to address future needs and deficiencies. In the Master Plan, the Visionary Alternative addresses complete renovations of aging parks and facilities and the development of new parks and facilities. Funding for visionary projects would be derived from partnerships, private investments and new tax dollars.

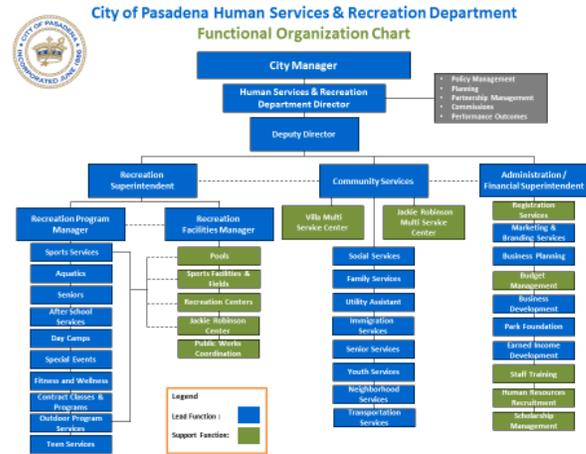
Meetings: Rank and prioritize demand and opportunities, discussion on current capital improvement plan.

Deliverables: Rank and Prioritize demand and opportunities. Capital Improvement Plan.

Task 8 – Operational Review and Financial Analysis

A. Park and Facility Operations and Maintenance Review – The Consulting Team will perform a review of the current maintenance and operational practices of the District to evaluate its operational situation. This analysis will identify District staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This task will include recommendations in a comprehensive manner. This will include data collection, analysis and on-site observations of key organizational components in the following areas:

- Classification of services
- Administrative delivery
- Maintenance and operating standards
- Organizational design and staffing
- Customer service
- Staffing levels
- Field equipment/resources
- Service contracts
- Workload requirements
- Procedures manuals
- Existing policy and procedures management
- Performance measures and indicators
- Information systems and technology
- Marketing and communications
- Identify and expand partnerships/volunteer support for facilities and services
- Review and suggest new rules and regulations related to parks



B. Financial Analysis – The Consulting Team will perform analysis to document the financial situation of the District. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation of the District with three primary goals:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the District to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability of the District including evaluating expenditures and increasing current and new sources of revenue

This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

C. Funding and Revenue Strategies – Funding strategies will be developed based in part to our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development



Mt. Prospect Park District

- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct facilities identified in the Master Plan including suggested timelines

Meetings: A review of District provided organization and staffing information, financial information and any current financial and funding opportunities.

Deliverables: An Organizational / Maintenance Analysis Findings Report, as well as Financial Analysis Report and Funding and Revenue Strategies.

Task 9 –Action Plan & Master Plan Development

We will work with the District to create a real-time action strategic plan which includes goals, objectives, strategies, ideas, priorities, budget support, and funding mechanisms for five years. The Action Plan will include a matrix with narrative while being easily readable and concise. It will be phased with priorities including various sections to advance the District and importantly, it must consider community growth and organizational structure.

The Master Plan will be framed and prepared through a series of workshops with the District. The overall vision and mission statements will be affirmed and/or modified, and direction for the District will be established along with individual action strategies that were identified from all the research work completed. Specific tasks include:

- A. Develop Vision, Mission and Goals/Objectives** – The supporting vision and mission statements will be affirmed or developed with senior District staff in a work session. Following this effort, goals/objectives and policies will be established and prioritized. A status briefing will be presented to gain input and consensus on direction.
- B. Strategic Action Plan** - Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, and priorities/timelines. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed with the District in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful master plans across the United States from their work. Action plans will be established in the following key areas:
 - **Park Development and Improvements** – Recommendations that provide for short and long-term enhancement of park development, improvements, and land acquisition in the District.
 - **Park and Facility Operational Management** – Recommendations that provide for short and long-term enhancement of park and facility operational management practices of the District.
 - **Programs and Services** – Recommendations that provide for short and long-term development and maintenance of programs and services provided by the District, including opportunities to improve meeting user needs.
 - **Financial and Budgetary Capacity Development** – Recommendations that provide for short and long-term enhancement of the financial and budgetary capacity of the District related to facilities and lands.
 - **Policies and Practices** – Specific policies and practices for the District that will support the desired outcomes of this Master Plan will be detailed.
- C. Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analyses performed and consider the fiscal and operational impacts to the District. One electronic copy for public information. A presentation of the draft report will be completed to Board of Commissioners.
- D. Final Master Plan Presentations, Preparation, and Production** – Upon comment by District staff and the Park Board of Commissioners, as well as the community, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once the draft Master Plan is approved by the Board of Commissioners, the Consulting Team will prepare a final summary report and present to the District for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports).

Meetings: Meetings with the District on vision/mission and workshop on strategic action plan. Presentations to the Park Board of Commissioners and (one during the draft master plan and one for the adoption of the final Master Plan). The Consulting Team will meet with District for review of changes.

Deliverables: We will submit a draft and final report which summarizes the findings, priorities, conclusions and include a clear demonstration that the firm has fulfilled all of the elements contained in the agreed upon scope of work. The Plan will include key sections/chapters to establish a realistic and manageable “road map” for the District over the next five years. Deliverables will include:

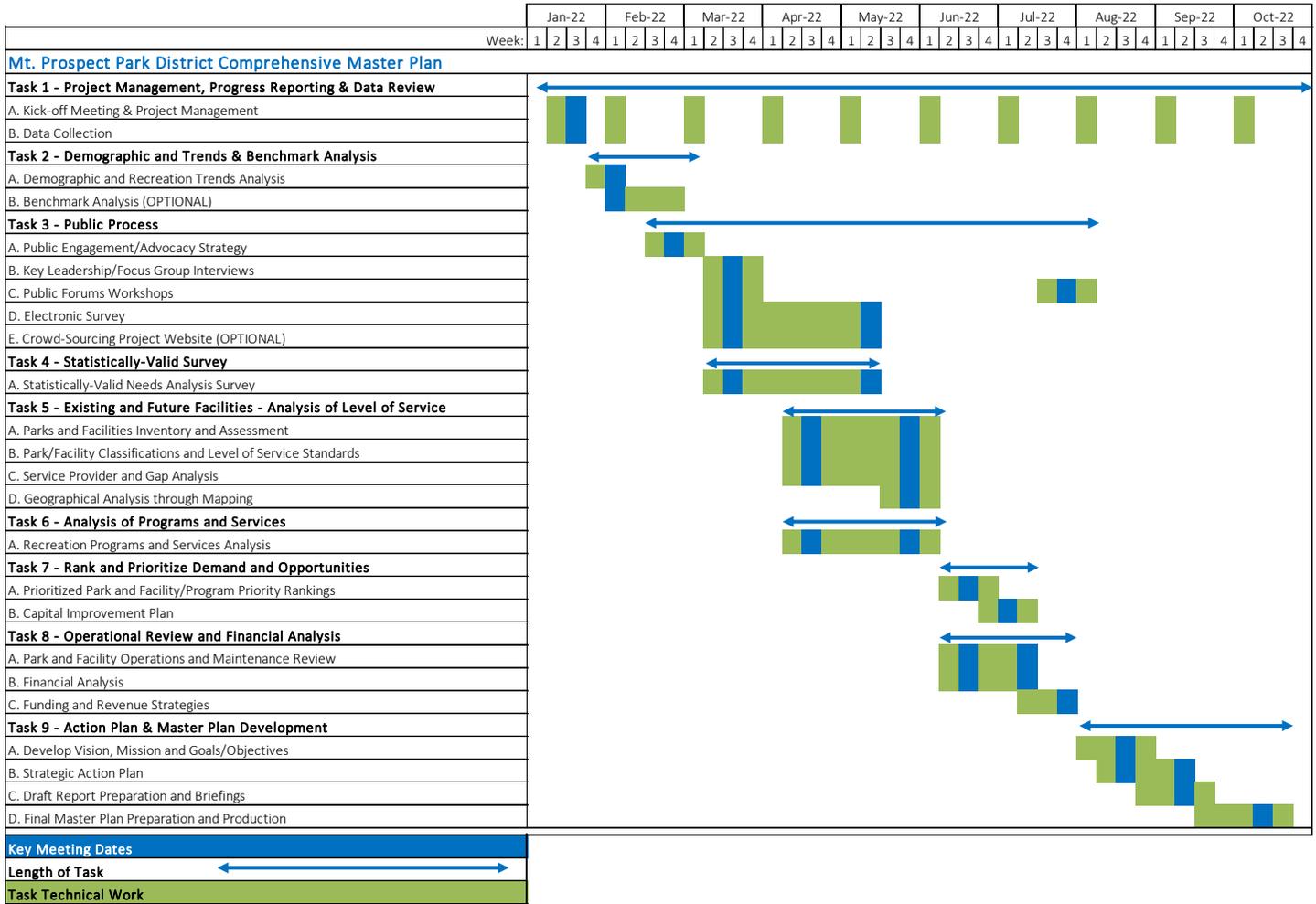
- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Park District’s future
- A summary of existing conditions, inventories and Level of Service analysis
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences
- A Financial Plan
- An Action Plan
- One (1) meeting with the Advisory Team at the time of adoption of the Master Plan
- A minimum of two (2) meetings with the Park Board of Commissioners one at the time of the presentation of the draft Comprehensive Master Plan, and one at the adoption of the final Comprehensive Master Plan
- A color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the Park District’s software
- A color version of the final Master Plan document consisting of one (1) printed and bound color copies and an electronic copy in a format compatible with the Park District’s software
- A color version of the final Executive Summary consisting of one (1) printed copy and an electronic version in a format compatible with the Park District’s software





Section Five – Schedule

The project approach and scope of work detailed in this proposal will be completed by the PROS Team collaboratively with the District staff. PROS can begin the project immediately and has the capability and availability to meet the project schedule depicted below. Specific dates will be set during the kick-off meeting process and we will consider any special requirements by the District in regards to scheduling to meet your expectations.





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consulting
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Fee Proposal

The following fee breakdown is based on the project approach described in the Methodology and Process for the Mt. Prospect Park District Comprehensive Master Plan. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with your expectations, as we are flexible in meeting your needs. We based our project approach to your RFP deliverables and elements can easily be modified to meet your budgeting needs. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses. **PROS Consulting uses a transparent pricing model toward project budgets. We do not change-order our clients unless there is major scope addition to the project after contract execution.** If additional services are required, we will meet with District leadership to understand the deliverables and will utilize the hourly rates described below.

Task 1 - Project Management, Progress Reporting & Data Review	
A. Kick-off Meeting & Project Management	\$ 7,380
B. Data Collection	\$ 2,085
Expenses	\$ 700
Subtotal Dollars	\$ 10,165
Task 2 - Demographic and Trends & Benchmark Analysis	
A. Demographic and Recreation Trends Analysis	\$ 2,125
B. Benchmark Analysis (OPTIONAL)	\$ -
Expenses	\$ -
Subtotal Dollars	\$ 2,125
Task 3 - Public Process	
A. Public Engagement/Advocacy Strategy	\$ 3,000
B. Key Leadership/Focus Group Interviews	\$ 6,840
C. Public Forums Workshops	\$ 5,770
D. Electronic Survey	\$ 1,625
E. Crowd-Sourcing Project Website (OPTIONAL)	\$ -
Expenses	\$ 700
Subtotal Dollars	\$ 17,935
Task 4 - Statistically-Valid Survey	
A. Statistically-Valid Needs Analysis Survey	\$ 12,200
Expenses	\$ -
Subtotal Dollars	\$ 12,200
Task 5 - Existing and Future Facilities - Analysis of Level of Service	
A. Parks and Facilities Inventory and Assessment	\$ 7,720
B. Park/Facility Classifications and Level of Service Standards	\$ 4,530
C. Service Provider and Gap Analysis	\$ 2,000
D. Geographical Analysis through Mapping	\$ 4,300
Expenses	\$ 700
Subtotal Dollars	\$ 19,250
Task 6 - Analysis of Programs and Services	
A. Recreation Programs and Services Analysis	\$ 4,640
Expenses	\$ -
Subtotal Dollars	\$ 4,640
Task 7 - Rank and Prioritize Demand and Opportunities	
A. Prioritized Park and Facility/Program Priority Rankings	\$ 4,840
B. Capital Improvement Plan	\$ 5,920
Expenses	\$ -
Subtotal Dollars	\$ 10,760
Task 8 - Operational Review and Financial Analysis	
A. Park and Facility Operations and Maintenance Review	\$ 5,120
B. Financial Analysis	\$ 3,480
C. Funding and Revenue Strategies	\$ 2,560
Expenses	\$ 700
Subtotal Dollars	\$ 11,860
Task 9 - Action Plan & Master Plan Development	
A. Develop Vision, Mission and Goals/Objectives	\$ 1,500
B. Strategic Action Plan	\$ 7,060
C. Draft Report Preparation and Briefings	\$ 4,600
D. Final Master Plan Preparation and Production	\$ 8,600
Expenses	\$ 700
Subtotal Dollars	\$ 22,460
TOTAL EXPENSES	\$ 4,000
TOTAL FEES	\$ 107,895
TOTAL DOLLARS	\$ 111,895
Optional Tasks	
Benchmark Analysis	\$ 4,510
Crowd Sourcing Website	\$ 8,000

**Mt. Prospect Park District, Request for Proposals
November 22, 2021**

To Develop the Mt. Prospect Park District Comprehensive Master Plan 2022

**Proposals Due: December 15, 2021 – 3:00 pm
Email to bkutscheid@mppd.org**

The Mt. Prospect Park District is seeking proposals from qualified consulting firms to provide professional services for the development of a Mt. Prospect Park District Comprehensive Master Plan. The plan provides a roadmap to ensure an appropriate balance within District boundaries of current and future facilities, services and amenities. It also develops goals, policies and guidelines with achievable strategies. Over the next five years, the completed plan will become a heavily used resource for future development and redevelopment of the District's parks, facilities and open space.

The Park District seeks to adopt the Mt. Prospect Park District Comprehensive Master Plan 2022 at the October 19, 2022 Park Board of Commissioners meeting.

Background

Incorporated in 1955 and encompassing more than 454 acres, the Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming.

The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities. The Park District boundaries include about 59,000 residents in which 63% of the District population lives in Mount Prospect, 21% in Des Plaines, 10% within the Village of Arlington Heights and 6% in unincorporated Elk Grove Township.

With a mission statement to "provide exceptional parks and recreation experiences that enrich the quality of life for present and future generations," the Executive Director oversees six divisions. They include Administration, Community Relations & Marketing, Golf Operations, Human Resources, Parks & Planning and Recreation. The District employs 54 full-time and over 360 part-time and seasonal employees. The Executive Director reports to an elected seven-member Park Board of Commissioners.

Project Description

Mt. Prospect Park District is seeking proposals from qualified consulting firms to provide professional services to the Park District to develop a Mt. Prospect Park District Parks and Recreation Master Plan. The Park District has a strong commitment to provide high quality parks and recreation facilities and programs for citizens of the community. The consultant will collect and analyze data to develop a clear set of goals, policies and standards for the park system, open space, trails, recreation facilities and program development for the next five years and guidance for the next 20 years. The consultant will work closely with Park District staff and the Park Board of Commissioners in preparing the Mt. Prospect Park District Comprehensive Master Plan 2022. The consultant will create a document for distribution to the public.

The Mt. Prospect Park District Comprehensive Master Plan 2022 will require the approval of the Park Board of Commissioners.

This process is to include developing a comprehensive inventory, an analysis of forecasted needs and implementation strategies. Specific items to include in the study, but not limited to, are:

Scope of Work Public Process

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in this Master Plan development process
- Assure the residents, user groups, associations, and other stakeholders that they are provided an opportunity to participate in the development of this plan
- Conduct at least three (3) public community meetings and a minimum of three (3) focus groups (participants to be determined) and individual stakeholder interviews. One (1) of the focus group meetings shall be for the five facilities; Rec Plex, Conservatory, Central Community Center, Studio and Lions Recreation Center
- A minimum of two (2) meetings with the Advisory Team to provide progress reports
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved
- Provide written records and summaries of the results of all public process and communications strategies
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making for the Commission
- Provide methods to hear from as many people as possible, including users and non users of the services and facilities

Statistically-Valid Survey

- Provide a Park District-wide statistically-valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires and willingness to pay for programs.

Demographics and Trends

- Review and interpret demographic trends and characteristics of the Mt. Prospect Park District using information from regional and local sources

Existing and Future Facilities-Analysis of Level of Service

- Compile an inventory and assessment of the existing parks, trails, open space and facilities in GIS. The assessment will include a comparative analysis to communities of similar size and density regionally and using nationally accepted standards. The analysis should consider not only the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate

Rank and Prioritize Demand and Opportunities

- Prioritize recommendations for needs regarding land acquisition, and the development of parks, trails, open space, and recreation facilities
- Develop a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities

Analysis of Programs and Services

- Provide an assessment and analysis of the Park District's current level of recreation programs, services and maintenance in relation to present and future goals, objectives and directives
- Provide a user fee analysis for facilities and programs and services
- Provide an analysis of the best possible providers for programs and services and identify and discern any unnecessary duplication of services through public and private program providers
- Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate

Progress Reporting

- The consultant and our Project Manager shall hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the Park Board of Commissioners for the purpose of progress reporting. The consultant shall supply the Project Manager with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Action Plan

- Collect and analyze demographic information for the community
- Collect and analyze information on participation, needs, desires, operations, programming and land use trends and make Level of Service recommendations
- Identify areas of service shortfalls and projected impact of future trends
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate
- Develop recommendations for operations, staffing, maintenance, programming and funding needs
- Provide a clear plan for development of programming direction based on standards and demand analysis
- Develop a definitive program for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future
- Provide a maintenance and operation analysis
- Identify opportunities for available funding and acquisition alternatives
- Develop an action plan which includes strategies, priorities and an analysis of budget support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services

Development of Final Plans and Supporting Materials

- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Park District’s future
- A summary of existing conditions, inventories and Level of Service analysis
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences
- A Financial Plan
- An Action Plan
- One (1) meeting with the Advisory Team at the time of adoption of the Master Plan
- A minimum of two (2) meetings with the Park Board of Commissioners one at the time of the presentation of the draft Comprehensive Master Plan, and one at the adoption of the final Comprehensive Master Plan
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- A color version of the final Executive Summary consisting of one (1) printed copy and an electronic version in a format compatible with the Park District’s software

Note: The Park District shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the Project Manager all prepared information for the public meeting at least three (3) days prior to the scheduled meetings.

Items to be provided by the Mt. Prospect Park District

- An assigned Project Manager
- Copies of all existing studies, plans, programs, and other data and access to all applicable records
- Assistance with community meetings and focus groups (as required)
- Provide Meeting space and invites

All proposals should include the following information:

- A Letter of Submission shall include the name address and telephone number of the person(s) who is authorized to legally represent the firm. The letter must be signed by the person legally authorized to represent the firm.
- Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."
- Background on the firm and subconsultants and their experience in preparing Master Plans for public agencies. Of particular interest are engagements involving communities that have characteristics similar to Mt. Prospect Park District.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables and client meetings to be provided and identification of work completed by the consultant and subconsultants.
- Identification of the personnel to be assigned to this engagement including a résumé of related experience.
- A timeline for preparation and implementation of the Master Plan and its components.
- At least four (4) public agency references for projects of a similar nature to this project and a description of the projects shall be described and minimally include client, location, contact person, contact information (telephone/e-mail address), and a brief summary description of the project and whether the plan was board approved.
- **Provide in a separate pdf document** (include name of firm and "Fee" in the pdf name) the project cost for services in an itemized work format. The project cost for services shall be a "not-to- exceed cost" for services and all expenses.

Proposal Questions

Address questions to (email preferred)

Ben Kutscheid, ASLA, PLA, CPSI

Planner II / Landscape Architect

bkutscheid@mppd.org

Mt. Prospect Park District

1000 Central Road

Mt. Prospect, IL 60056

847.255.5380 ext 108

Questions must be submitted by **Wednesday, December 8, 2021** end of day and all questions will be answered via email to all registered RFP holders by Friday, December 10, 2021 Questions submitted after December 8, may not be answered.

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Park District. Proposing firms should submit **an electronic pdf under 20 meg** of the proposal no later than **3:00 pm on Wednesday, December 15, 2021**.

Submittals should be directed to:

Ben Kutscheid, ASLA, PLA, CPSI
Planner II / Landscape Architect
bkutscheid@mppd.org
Mt. Prospect Park District
1000 Central Road
Mt. Prospect, IL 60056
847.255.5380 ext 108

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Mt. Prospect Park District to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Mt. Prospect Park District reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Park District to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Park District staff and the approval of the Mt. Prospect Park District Board of Commissioners

Project Budget Range

A budget of \$95,000 - \$120,000 has been established for this project

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award. Contract award is expected to be January 21, 2022. The Master Plan associated with this proposal will commence on or about February 1, 2022. The timeline that is projected for the preparation and completion of the Mt. Prospect Park District Parks and Recreation Master Plan is **nine (9) months with the final presentation on October 19, 2022**.

General Requirement of the Selected Proposing Firm

- Enter into a contract with the Park District. Draft Contract attached. (These documents and proposal submittals become part of the contract)
- Maintain insurance coverage for the duration of the contract period. (Sample COI and required endorsements attached)
- Prohibited from assigning or subcontracting the whole or any part of the contract without

the prior written consent of the Park District

- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age
- Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations.
- Operate as an independent contractor and will not be considered employee(s) of the Mt. Prospect Park District
- Successful consultant will be paid on actual invoices as work is completed

Evaluation Criteria

Selection of the top two or three firms will be made through an evaluation process based on the following criteria. The selected two or three firms may be requested to review their proposal and answer questions about their proposed process in a virtual call. The Park District review committee will recommend the firm with whom negotiations shall commence.

Percent	Component
25	Project Approach
25	Project Team
20	Past Project Experience, Client References and Approved Plans
15	Project Schedule
10	Project Fee Structure & Cost Estimate
5	Presentation of Proposal

Attachments

- Sample COI and Required Endorsements
- Sample Contract
- Link to Strategic Plan [Strategic-Plan-final_2018.pdf \(mppd.org\)](#)
- Link to Website [Home - Mt. Prospect Park District \(mppd.org\)](#)
- Link to most recent Program [2021 MP Fall Brochure \(calameo.com\)](#)

Sample

Certificate of Insurance Required Documents

1. MPPD listed as additional insured
2. Additional insured to be on primary and non-contributory basis
3. Additional insured endorsement attached to certificate, endorsements for General Liability and Automobile Liability
4. Evidence of Workers compensation coverage
5. Workers Compensation Waiver of subrogation endorsement attached to certificate.

Sample

**STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND CONTRACTOR
ON THE BASIS OF A STIPULATED PRICE**

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2022 by and between the Mt. Prospect Park District (hereinafter called OWNER) and _____(hereinafter called CONTRACTOR). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

I. WORK

A. CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Mt. Prospect Park District Master Plan Development - 2022

B. The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

II. CONTRACT TIMES

A. Work shall begin no later than January 21, 2022 and to be completed and ready for final payment by October 19, 2022

III. CONTRACT PRICE

OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraph "A" below:

A. All approved work for the Sum of:

(In Words)

(Numerical Figures)

IV. PAYMENT PROCEDURES

- A. CONTRACTOR shall submit one-time final Application for Payment in accordance with Instructions to Bidders and Section 01001. Application for Payment will be processed by Owner.

V. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

- A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- C. CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the work.
- D. CONTRACTOR acknowledges that Owner does not assume responsibility for the accuracy or completeness of information and data shown.
- E. CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.
- F. CONTRACTOR has correlated the information known to OWNER, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.
- G. CONTRACTOR has given OWNER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

VI. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire agreement between OWNER and CONTRACTOR concerning the Work, consist of the following:

- A. This Agreement (Pages 00500 1 to 00500 5, inclusive).
- B. Instructions to Bidders (Pages 00100 1 to 00100 9, inclusive).
- C. Performance and Payment Bonds, and insurance.
- D. Notice of Award
- E. Notice to Proceed
- F. “Specifications & Drawings” as contained in bid documents
- G. Construction Bid Form (Pages 00300 1-2)
- H. No Bid rigging certification
- I. Non-collusion Affidavit
- J. Sexual Harassment Certification
- K. Legal Compliance and Insurance Agreement
- L. Drug-Free Workplace Certification
- M. Prevailing Wage Certification

There are no Contract Documents other than those listed above in this No. VI. The Contract documents may only be amended, modified or supplemented by mutual agreement between OWNER and CONTRACTOR.

VII. MISCELLANEOUS

- A. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due

Sample
00500 3

may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

- B. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

- C. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- D. OTHER PROVISIONS

- E. PREVAILING WAGE UNDERTAKING
The general prevailing rate of wages as found by owner or determined by the Illinois Department of Labor or a court on review and as from time to time in effect during the performance of the work in the locality in which the work is to be performed for each craft or type of workman or mechanic needed to execute the contract will be paid by the contractor and all sub-contractors to such laborers and such Contractor shall adhere to all Federal laws and laws of the state, and to all local ordinances and regulations applicable to the work hereunder and having the force of law. (See Exhibit "A".

Sample

00500 4

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in triplicate. One counterpart each has been delivered to OWNER, CONTRACTOR, and OWNER. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR or identified by OWNER on their behalf.

This Agreement will be effective on _____ (which is the Effective Date of the Agreement).

OWNER
MT. PROSPECT PARK DISTRICT

CONTRACTOR:

By: _____
[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: _____

Attest: _____

Address for giving notices:

Address for giving notices:

1000 W. CENTRAL ROAD
MT. PROSPECT, ILLINOIS 60056

Agent for Service of Process:

(If CONTRACTOR is a corporation, attach evidence of authority to sign.)

00500 5



Memorandum

To: Board of Park Commissioners
From: Ben Kutscheid, Park Planner II
Date: 1/19/2022
Re: Intergovernmental Agreement between Mt. Prospect Park District and CCSD 59
C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

Staff had previously identified the playgrounds at Frost and Devonshire Schools as needing replacement (due to age and component replacement requirements) as part of the 2022 CIP plan. Both of these locations are used in part by Community Consolidated School District 59 (CCSD 59) as a School Playground. Additionally, the Park District utilizes CCSD59 school facilities for various activities and programming as necessary. Because of this unique partnership District Staff has determined that a formal IGA is necessary to assure the interests of both the Mt. Prospect Park District and CCSD 59 are clear to all parties involved.

Over the last 8 months staff has been working with CCSD 59 and Attorney Tom Hoffman to develop a comprehensive Intergovernmental Agreement (IGA). The District currently does not have such an agreement in place with CCSD 59. Over the years, our District has maintained a good working relationship with CCSD59 which has included some minor written agreements covering some areas but none as comprehensive as the proposed IGA.

Staff has modeled the proposed IGA with CCSD59 after those we have entered into previously with other municipalities and school districts. The proposed IGA has been adapted to specifically address the relationship between the Mt. Prospect Park District and the Community Consolidated School District 59. This IGA codifies the longstanding relationship between our two organizations with this official document clarifying that partnership. Simply stated, this IGA is being brought forth to protect the interests of both organizations with a formal written agreement. The process to create this IGA included input from a multitude of individuals from both the Mt. Prospect Park District and SD 59.



Memorandum

Staff had previously shared a draft of this agreement with Commissioners on December 7, 2021. Since that time staff has made one small change to the previously shared draft by adding a reference in section 1 B to include a pre-existing agreement for before and after school programming. CCSD 59 has previously reviewed and granted their acceptance of this IGA at their December 13, 2021 regular school board meeting.

DOCUMENTS ATTACHED:

- Intergovernmental Agreement between the Mt. Prospect Park District and Community Consolidated School district 59
- Attachments A and B to the IGA and Attached Maps
- Mt. Prospect Park District and Community Consolidated School District 59 Before and After School Recreational Program Agreement dated April 27th, 2015 (Section 1B)

RECOMMENDATION:

MOVE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE MT. PROSPECT PARK DISTRICT AND THE COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59 AS PRESENTED

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE MT. PROSPECT PARK DISTRICT AND COMMUNITY
CONSOLIDATED SCHOOL DISTRICT 59**

This agreement (“Agreement”) is between the Board of Commissioners of the Mount Prospect Park District, Cook County, Illinois (the “Park District”) and the Board of Education of Community Consolidated School District 59, Cook County, Illinois (the “School District”) (and hereinafter sometimes referred to individually as a “Party” and collectively as the “Parties”) pursuant to their intergovernmental cooperation powers and authority under the Illinois Constitution and the Illinois Intergovernmental Cooperation Act. The Park District and the School District agree as follows:

WHEREAS, the Park District and the School District are “units of local government” as defined under Article VII, Section 10, of the Constitution of Illinois 1970 and are “public agencies” as defined under Paragraph 2 of the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the School District is the owner of: Brentwood Elementary School, Devonshire Elementary School, Forestview Elementary School, Frost Elementary School, John Jay Elementary School.

WHEREAS, the School District is the owner of grounds at: Brentwood Elementary School, Devonshire Elementary School, Forestview Elementary School, Frost Elementary School, John Jay Elementary School. as described by Attachment “A” to this Agreement;

WHEREAS, the Park District is the owner of grounds at: Brentwood School Park (map attached), Clearwater Park, Devonshire Park (map attached), Robert Frost Park (map attached) and Rosemary S, Argus Friendship Park (map attached) as described by Attachment “B” to this Agreement;

WHEREAS, it is mutually agreed that use of these facilities and grounds on a cooperative basis would be advantageous and beneficial to both the Park District and School District as well as to residents and taxpayers thereof;

NOW, THEREFORE, it is hereby agreed as follows:

A. Enabling Authority

This Agreement is entered into between the Parties pursuant to the Constitution of the State of Illinois and the Intergovernmental Cooperation Act.

B. General Conditions

1. Cooperative Facilities

- a. The facilities at the School District to which this Agreement applies are the multipurpose room and gymnasium of Brentwood Elementary School, Devonshire Elementary School, Fairview Elementary School, Frost

Elementary School, and John Jay Elementary School. (the “School District Property”).

- b. School District Grounds Property to which this Agreement applies, are those defined and depicted on Attachment “A” and not otherwise noted thereon as “not part of the grounds agreement”.
- c. The facilities and grounds at the Park District, to which this agreement applies (the “Park District Property”), are the facilities and grounds in the Village of Mount Prospect and the City of Des Plaines owned by the Park District as described by Attachment “B” and not otherwise noted therein not to be a part of the Grounds Agreement.
- d. This Agreement replaces any and all other agreements now in effect between the Park District and School District, to the extent of their contradiction, inconsistency or conflict with the terms and provisions of this Agreement but with the exception, however, of the “Before and After School Recreational Programs Agreement” between the Parties dated April 27, 2015.

2. Term of Agreement

- a. The term of this Agreement shall be for a period of three years from the Effective Date, subject to earlier termination as hereinafter provided.
- b. The Agreement will be renewed automatically for consecutive three year periods subject to earlier termination by either Party as hereinafter provided.
- c. Consistent with 2.b. above, the Agreement can be terminated by either Party by serving ninety (90) days’ advance written notice of termination upon the other Party. The Agreement shall be deemed terminated at the expiration of the 90-day period.

3. State and Federal Regulations and Standards

- a. The School District Property and the Park District Property shall meet all standards imposed by the State or Federal regulatory agencies now and in the future.
- b. Any expense due to State and Federal regulations shall be borne by the party to this Agreement upon whom the regulations or standard is imposed.

4. Access to School District Property and/or Park District Property

- a. Each party shall at all times herein specified provide ingress and egress to the other's employees, program participants, and the general public except for reasonable periods during repair and construction work nor as otherwise stipulated in Attachments A and B

5. Parking

- a. Exclusive of school hours, the Parties hereto, their employees, and the general public attending or participating in school district or park district events shall at all times during which ingress and egress is permitted per 4.a. above have access to and be permitted to park vehicles in any parking lot at the schools serving School District sites identified on Attachment A hereto and at Park District parking lots serving Park District site which are identified on Attachment B (and at any other parking area that might be developed in the future on any such School District or Park District site) without interference or hindrance except for reasonable periods in the event of repair or construction or as otherwise stipulated in Attachments A and B. If a Party needs use of a parking lot of the other Party for a large event or for an extended period it shall notify the other Party in writing of such need at least two weeks in advance and the Parties shall reasonably cooperate with a view toward providing for same.

C. Use of Cooperative Facilities

1. Time Scheduling

- a. During regular school attendance days, the Park District shall have access to the School District Property, as described, from 6:00 p.m. to 9:00 p.m. and on Saturdays from 9:00 a.m. to 9:00 p.m. subject to provisions in paragraph C4.
- b. During regular school attendance days, the School District shall have exclusive and total use of and control over the School District Property Monday through Friday from 7:00 a.m. to 6:00 p.m. and during such other times that the School District requires access to such property including for evening events such as parent-teacher conferences and open houses. School District shall allow reasonable access to Park District maintenance or repairs to the extent required by this Agreement.
- c. On days other than regular school attendance days and , except for the summer school session, the Park District shall have use of the School District Property on Monday through Friday from 9:00 a.m. to 3:00 p.m. subject to provisions in paragraph C4.

2. Supervision

- a. Adult supervision shall be provided on the School District Property and the Park District Property at such times that they are in use by a Party. .
- b. Adult supervision shall be conducted by a paid employee of the Party requesting use of the School District Property or the Park District Property.
- c. The adult supervisor shall be on duty throughout the entire time period when a facility is in use by a Party.
- d. All public school employees charged with providing supervision shall satisfactorily complete the background investigation required by law of all public school employees by Section 10-21.9 of the Illinois School Code and of any other background investigation required by law, such as a DCFS, or equivalent, pending investigation or indicated finding check. All Park District employees charged with providing supervision shall satisfactorily complete the background investigation required by law of all public school employees by Article 8-23 of the Illinois Park District Code, pending investigation or indicated finding check.

3. Rules and Regulations

- a. The Parties shall develop and enforce rules and regulations (not inconsistent with the other provisions of this Agreement) governing cleanliness, safety, and other aspects of the use, operation, and control of the School District Property and the Park District Property.

4. Cost of Operation

- a. Each Party shall provide all supplies, materials, services, and labor to operate and maintain the facilities it owns, unless stated otherwise in Attachment "A".
- b. During the regular school attendance days, there shall be no charge to the Park District for the use of School District Property prior to 9:00 p.m. If an extension of this time is required, there shall be an hourly labor charge as defined in the *Building Use Policies* approved by the Board of Education and as now in effect. This charge will be for the custodian's time beyond the regular working hours that are required to clean the facility.
- c. On Saturday, Sundays, holidays, and during the summer vacation period, any usage outside of the custodian's regular hours shall be charged to the Park District as defined in the *Building Use Policies* approved by the Board of Education and as now in effect. A school custodian must be on

the premises during all Park District programs using School District Property.

- d. Room rental rates shall not be charged to the Park District by the School District nor will the School District's use of Park District Property or grounds be charged to the School District. This is due to the cooperative intent of both Parties. .

5. Maintenance and Repair

- a. The Parties shall maintain and repair their respective properties at their own expense, except for damage done by vandalism or malicious mischief or as stipulated on attachment A or B.
- b. Each Party shall be responsible for the cost of repairs due to vandalism and/or malicious mischief occurring when the respective properties are under its use or as stipulated on attachment A or B.
- c. Each Party shall be responsible for the maintenance and cost of snow and ice removal from their respective properties or as stipulated on attachment A or B.

D. Miscellaneous Provisions

1. Insurance

The Parties will, at their sole cost and expense, procure and maintain during the term of this Agreement the following insurance coverages and minimum policy limits:

Commercial Liability \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, death, and property damage with sexual abuse endorsement. Minimum general aggregate shall be no less than \$2,000,000.

Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

Workers' Compensation: Workers' Compensation insurance shall at least be the minimum as specified by statutes of the State of Illinois.

Employer's Liability: \$1,000,000 per incident

Excess Liability: \$5,000,000 per occurrence and in the aggregate.

The Parties will provide certificates of insurance evidencing required coverages and limits of coverage not less than the fourteen days prior to the inception date of the Agreement.

2. Notices

- a. All notice requirements provided for herein shall be by “Certified Mail Return Receipt Requested” to the Park District, 1000 West Central Road, Mount Prospect, Illinois 60056 and the School District, 1001 Leicester Road, Elk Grove Village, Illinois 60007.

3. School District Equipment

- a. The Park District will be responsible for any damage to equipment and personal property in, on or about the School District Property arising directly or indirectly from its programs and related activities and use of the School District Property. Decorations and other special equipment may be brought and used in School District Property only with the prior approval of the particular school principal. Unless specifically stated, School District equipment will not be used by the Park District. However, with prior approval of the School District in its sole and absolute discretion, the Park District may be permitted to use certain School District equipment in the School District Property. Any damage to said equipment will be repaired or replaced at the Park District’s sole expense and the Park District, notwithstanding any other provision of this Agreement to the contrary, shall be solely responsible for any personal injury, death or damage to property which may occur during its use of such School District equipment.

4. Park District Equipment

- a. The School District will be responsible for any damage to equipment and personal property in, on or about the Park District Property arising directly or indirectly from its programs and related activities and use of the Park District Property. Unless specifically stated, Park District equipment will not be used by the School District. However, with prior approval of the Park District in its sole and absolute discretion, the School District may be permitted to use certain Park District equipment on the Park District Property. Any damage to said equipment will be repaired or replaced at the School District’s sole expense and the School District, notwithstanding any other provision of this Agreement to the contrary, shall be solely

responsible for any personal injury, death or damage to Park District property which may occur during its use of such Park District equipment.

E. Indemnification

The School District shall and hereby does indemnify and hold harmless the Park District, its officers, commissioners, employees, volunteers, and agents against any claims, demands, costs, and expenses, including reasonable attorneys' fees for the defense thereof, arising from or in connection with the use of the School District Property pursuant to this Agreement provided that said claims, demands, costs, and expenses have not been caused by the negligence of the Park District, its officers, commissioners, employees, volunteers, or agents.

The Park District shall and hereby does indemnify and hold harmless the School District, its officers, commissioners, employees, volunteers, and agents against any claims, demands, costs, and expenses, including reasonable attorneys' fees for the defense thereof, arising from or in connection with the use of the Park District Property pursuant to this Agreement provided that said claims, demands, costs, and expenses have not been caused by the negligence of the School District, its officers, commissioners, employees, volunteers, or agents.

F. Relationship of the Parties

Nothing in this Agreement shall be deemed to create any joint venture or partnership between the Parties. Neither the Park District nor the School District shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement.

G. Assignment

No part of this Agreement may be assigned by either of the Parties hereto without prior written consent of the other Party.

H. Right to Amend

In the event that either Party desires to modify or amend this Agreement, written notice thereof shall be given to the other at least ninety (90) days prior to the consideration of said modification or amendment. If said modification or amendment is thereafter mutually agreed upon, this Agreement will be so amended. All modifications and/or amendments shall be in writing and signed by the Park District Executive Director and the School District Superintendent.

I. Authority

The individual officers of the Park District and the School District who have executed this Agreement represent and warrant that they have full power and lawful authority to

execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards.

J. Successor

It is the intention of the Parties hereto that this Agreement and each and all of the provisions be binding on their successors in office.

K. Multiple Counterparts

This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

L. Conflicts/Effective Date. In the event of any conflict, inconsistency or contradiction between the terms and provisions of this Agreement and those of the School District's Building Use Policies the terms and provisions of this Agreement will control and govern. This Agreement shall become effective on the date the last of the Parties signs and dates the below.

MT. PROSPECT PARK DISTRICT

COMMUNITY CONSOLIDATED SCHOOL
DISTRICT 59

By: _____

By: _____

Attest: _____

Attest: _____

Dated: _____

Dated: _____

Attachment A
School District Property

Brentwood Elementary School - School District Property not part of the grounds agreement

Devonshire Elementary School - School District Property as described on the attached map depicts the area that is part of the grounds agreement. The Asphalt pad off the Southeast corner of the building shall be maintained by the School District. All repairs and replacements exceeding \$1,000 will be paid for at 50% School District / 50% Park District. Line Painting and Surface Graphics shall be by the School District.

Fairview Elementary School - School District Property not part of the grounds agreement

Friendship Jr. High School - School District Property not part of the grounds agreement

Forestview Elementary School - School District Property not part of the grounds agreement

Frost Elementary School - School District Property as described on the attached map depicts the area that is part of the grounds agreement. Park District shall maintain lawn, planting and path areas within easement (Platted easement area on PIN 08-14-301-017) and property connector to the North (PIN 08-14-301-015). All repairs and replacements exceeding \$1,000 will be paid for at 50% School District / 50% Park District..

Holmes Junior High School - School District Property not part of the grounds agreement

John Jay Elementary School - School District Property not part of the grounds agreement

Attachment B
Park District Property

Brentwood School Park - The Park District Property as described on the attached map depicts the area of the Park District Property that is part of the grounds agreement. The Park District shall be responsible for maintenance replacement of the ballfield equipment and grounds. The Park District shall be responsible for the maintaining and replacement of the pathway. The School District shall be responsible for maintenance and replacement of the playground equipment, play surface and border.

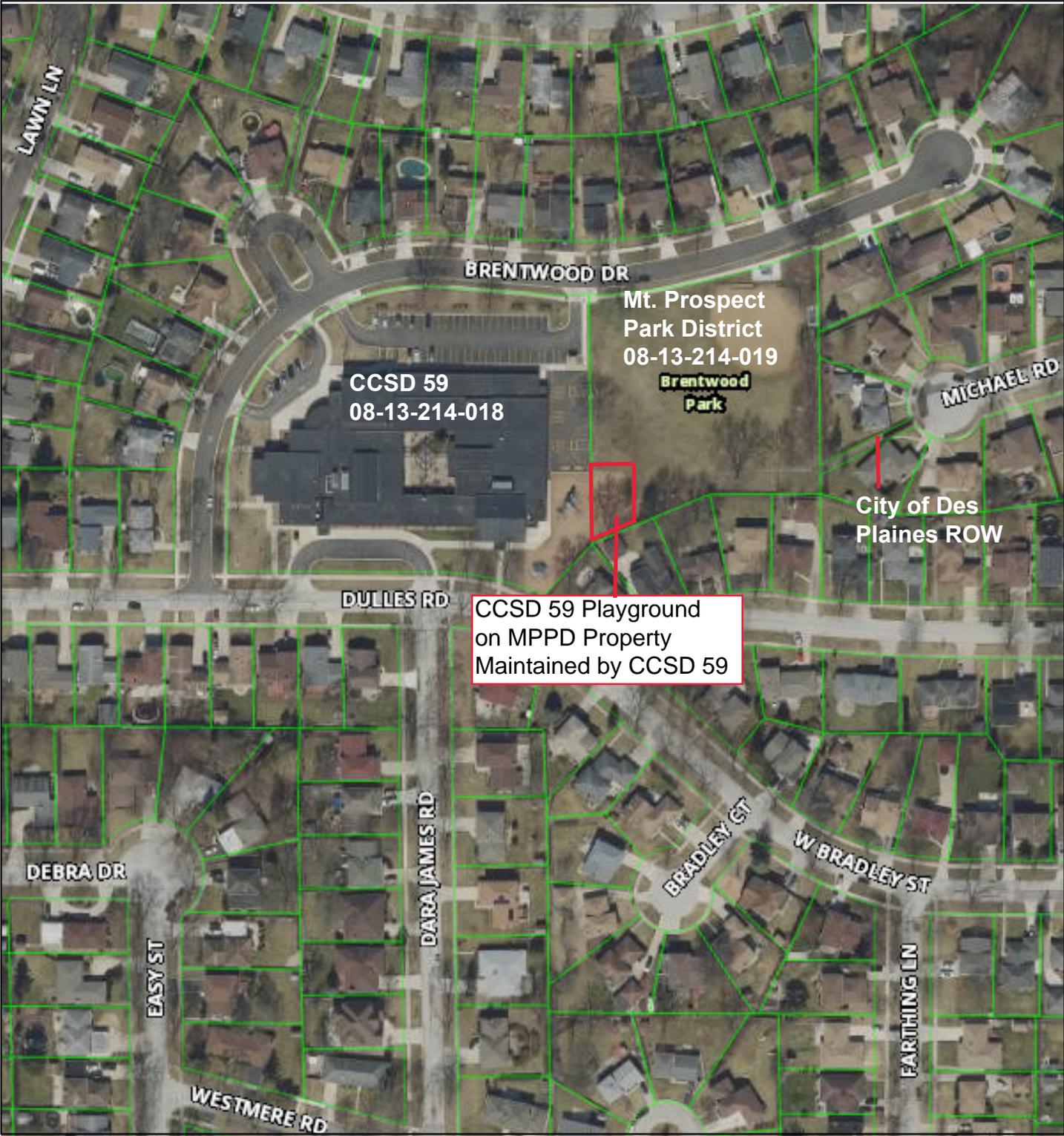
Clearwater Park - Park District Property not part of the Grounds Agreement

Devonshire School Park - The Park District Property as described on the attached map depicts the area of the Park District Property that is part of the grounds agreement. The Asphalt pad off the Southeast corner of the building shall be maintained by the School District. All repairs and replacements (over \$1,000) will be paid for at 50% School District / 50% Park District. Line Painting and Surface Graphics shall be by the School District. The Park District shall be responsible for maintenance and repairs (under \$1,000) for play equipment and play surfacing. The Park District and the School District agree to a 50-50 cost share of replacement and major repairs (over \$1,000) for 5-12 Play equipment, play surfacing and border. The Park District and the School District agree to a 50-50 cost share of replacement and major repairs (over \$1,000) of walkways. The Park District shall be responsible for maintenance replacement of the ballfield equipment and grounds.

Frost School Park - The Park District Property as described on the attached map depicts the area of the Park District Property that is part of the grounds agreement. The Park District shall be responsible for maintenance and repairs (under \$1,000) for play equipment and play surfacing. The Park District and the School District agree to a 50-50 cost share of replacement and major repairs (over \$1,000) for 5-12 Play equipment, play surfacing and border. The Park District and the School District agree to a 50-50 cost share of replacement and major repairs (over \$1,000) of walkways, basketball court and dropshot. The Park District shall be responsible for maintenance replacement of the ballfield equipment and grounds.

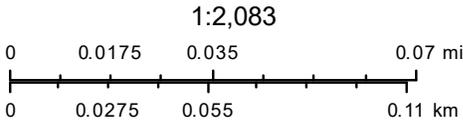
Rosemary S. Argus Friendship Park - The Park District Property as described on the attached map depicts the area of the Park District Property that is part of the grounds agreement and includes only the Kolpin Drive Parking Lot. The Park District 85% and the School District 15% agree to a cost share of replacement and major repairs (over \$1,000) of the parking lot. All other grounds to be responsibility of the Park District.

Cook County CookViewer



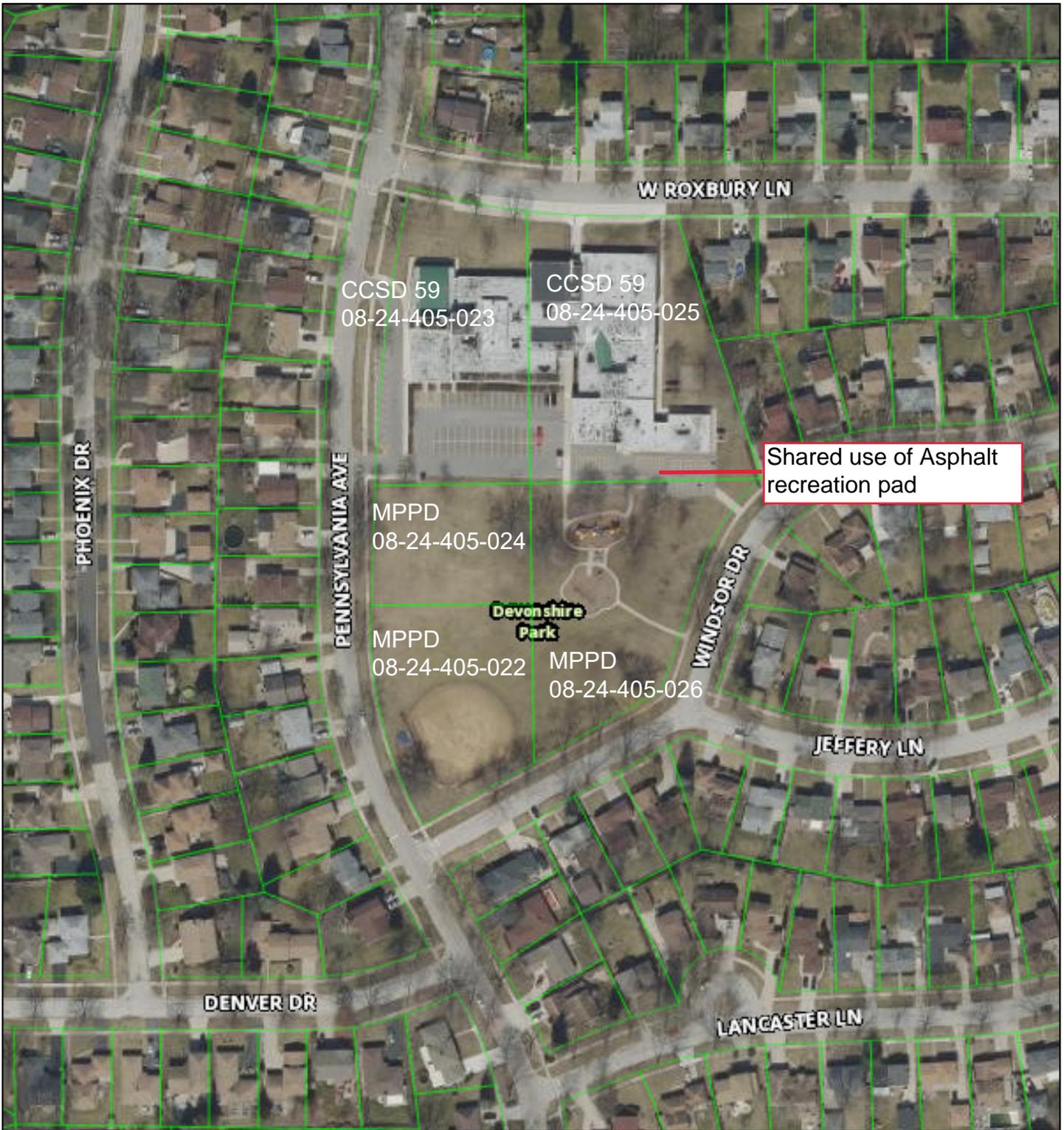
October 11, 2021

Brentwood School / Park CCSD 59 / MPPD IGA 2021



Cook County GIS Dept
Cook County GIS Department

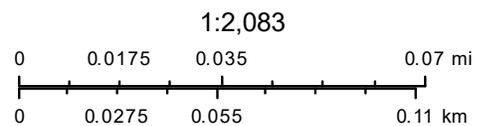
Cook County CookViewer



October 11, 2021

Devonshire School / Park

CCSD 59 / MPPD IGA 2021



Cook County GIS Dept
Cook County GIS Department



**Mt. Prospect Park District
PIN 08-24-301-018**

**Kolpin Drive
Parking Area**

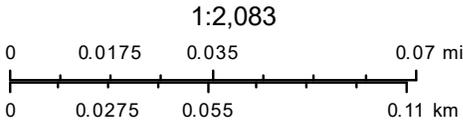
**Rosemary S. Argus
Friendship Park**

KOLPIN DR

ELIZABETH LN

October 11, 2021

**Rosemary S. Argus Friendship Park
CCSD 59 / MPPD IGA 2021**



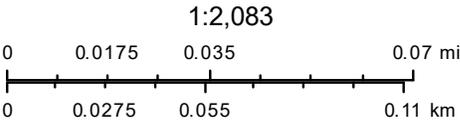
Cook County GIS Dept
Cook County GIS Department

Cook County CookViewer



October 11, 2021

Frost School / Park CCSD 59 / MPPD IGA 2021



Cook County GIS Dept
Cook County GIS Department

Mount Prospect Park District
and
Community Consolidated School District 59
Before and After School Recreational Programs
AGREEMENT

This Agreement dated this 27th day of April, 2015 by and between the Board of Commissioners of Mount Prospect Park District, Cook County, Illinois (hereinafter the "Park District") and the Board of Education of Community Consolidated School District 59, Cook County, Illinois (hereinafter the "School District") (and hereinafter sometimes referred to collectively as the "Parties") provides for hosting of Park District Before and After School Recreational Programs (hereinafter the "Program" or "Programming") as follows:

WHEREAS, the Park District and the School District are "units of local government" as defined under Article VII, Section 10, of the Constitution of Illinois 1970 and are "public agencies" as defined under Paragraph 2 of the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the following School District 59 elementary school fall within the Park District boundaries;

1. Brentwood Elementary School
2. Devonshire Elementary School
3. Forest View Elementary School
4. Frost Elementary School
5. Jay Elementary School

and

WHEREAS, the School District 59 Community Use of School Facilities Policy 8.20 authorizes the Park District to use facilities without a rental fee; and

WHEREAS, parents of students who attend School District 59 schools benefit from before and after school recreational services at their attendance school site;

NOW, THEREFORE, it is hereby agreed as follows:

1. **Enabling Authority**

- a. This Agreement is entered into between the Parties pursuant to the Constitution of the State of Illinois and the Intergovernmental Cooperation Act.

2. **General Conditions**

- a. Program
 - i. This Agreement confirms the Park District will offer both Before and After School Recreational Programs for all families who attend schools that fall within the Park District boundaries at the same fee as families who live within Park District boundaries; and
 - ii. That subsidized fees be made available for eligible low income families through park district or other financial assistance programs; and

- iii. That programming will provide students with age-appropriate recreational physical, educational and social activities; and
 - iv. That a snack program is made available at no additional cost to the families; and
 - v. That both the Park District and the School District will actively promote its programs to school families.
- b. School District Facilities (See Exhibit A: School Floor Plans)
- i. The facilities at the School District, to which this contract applies, are the multi-purpose room and washrooms, together with such corridors and entrance-ways necessary to gain ingress and egress to and from said areas limited to pre-established schedules and times. The Park District program will periodically be required to share these spaces with other user groups scheduled within the facility.
 - ii. The facilities at the School District, to which this contract applies, are the gymnasium on a pre-established schedule, designated kitchen storage areas, designated exterior play areas, and other designated storage areas.
 - iii. The School Administrative Staff will notify the Park District site staff with as much advance notice as possible of any conflicting or shared use of spaces. When possible, School Administrative Staff may offer alternative spaces to accommodate the Program when space conflicts or sharing occurs.
- c. Term of Agreement
- i. The term of this agreement shall be for a period of two years effective with the 2015/16 and 2016/17 school years.
 - ii. Said agreement to be renewed automatically annually unless either of the parties hereto notifies the other in writing to the contrary prior to September 15.
 - iii. The Park District has the right to discontinue the program if participation falls below fifteen (15) total students. Such notification must meet the dates established above.
- d. Access to School
- i. The School District shall provide ingress and egress to School District authorized Park District program employees and program participants during hours of program operation and other areas needed to meet crisis protocol and procedures.
- e. Parking
- i. Authorized Park District employees and program participants shall be permitted to park vehicles in any parking lot at the school during program hours of operation without interference or hindrance except for reasonable periods in the event of repair or construction or other school programming.

3. Use of Facilities

a. Time Scheduling

- i. During regular school attendance days, for the purposes of Before School Recreational programming, the Park District shall have use of the School District's facilities beginning at 6:45 a.m. and ending at school start time.
 - ii. During regular school attendance days, for the purposes of After School Recreational programming, the Park District shall have use of the School District's facilities beginning at school dismissal and ending when all students have been picked up, with a published ending time of 6:00 p.m.
 - iii. The School District will allow adequate time for Park District program set-up and take-down.
 - iv. If scheduling conflicts occur with school, the School District shall be given priority over Park District programs. Both parties will cooperate in adjusting their needs to eliminate such conflicts.
- b. Site Use and Maintenance
- i. Refrigerator space has been specifically designated for the Park District program. School District custodial staff have no responsibility for maintaining the cleanliness of this unit.
 - ii. All kitchen surfaces and appliances must be cleaned after use.
 - iii. The School District has designated storage space for use by the Park District. Materials must be stored securely and within designated spaces. The School District has no responsibility for these supplies. If space allows, the Park District may provide its own storage cabinets upon permission of the School Principal.
 - iv. Only District-owned equipment and/or supplies authorized by the school or School District are available for use. Authorized equipment and/or supplies must remain in the area authorized for use. All other supplies and equipment are not available for use.
 - v. No supplies or materials should be left in the multi-purpose room or any other space following Park District use.
 - vi. Lunch tables are available for use on a regular basis. Tables must be covered by a large protective paper or cloth if used for coloring, painting, or other craft activities. Park district staff are responsible for the complete clean-up following these activities.
 - vii. Snacks must be consumed at lunch tables only and cleaned up after each use. Peanut-free tables must be clearly identified by the School District and maintained by the Park District during program use.
 - viii. Leave facility in a clean orderly condition including floors, walls, and restrooms.
 - ix. Be responsible for any damage or theft.
 - x. Use of the school office copier is upon request only and only for incidental, periodic use.
 - xi. The school office, LRC, teacher workroom and classrooms are off-limits for Park District staff and students unless previously scheduled.

- xii. School custodial staff has authority to request compliance with Site Use and Maintenance regulations and to report any non-compliance issues to the school's administration.
- xiii. The School District and the Park District shall maintain an inventory detailing ownership of equipment via Exhibit B to this Agreement.

4. Access to Internet and Network

- a. The School District shall make available access to the Internet and school's wireless network.
- b. Students and staff are subject to Park District and School District electronic use policies.

5. Supervision

- a. Park District Program Supervisor is responsible for the Park District program adhering to all rules, regulations and procedures and serves as the primary contact between the school and the program regarding to site operations and school-specific procedures.
- b. Park District must maintain one qualified adult, over the age of 21, designated as the Site Supervisor who is on site during program operation at all times.
- c. The Park District and the School District shall work cooperatively with regard to program supervisory staff performance standards and issues.
- d. Park District shall provide supervision during parent drop-off and pick-up areas.
- e. Support supervision personnel shall be over the age of 16.
- f. Expectations regarding specific supervisory expectations shall be developed cooperatively between the School District and the Park District Program Supervisor.

6. Specific Safety Requirements

- a. Park District shall follow Board of Education policies, including but not limited to 6.235 Access to Electronic Networks, 7.330 Student Use of Buildings, 8.20 Community Use of School Facilities, and 8.30 Conduct on School Property
- b. Alcoholic beverages, smoking, drugs or weapons are strictly forbidden on School District property.
- c. Access to the building must be limited to specified entrance(s) only. All other entrances must remain locked. Doors must not be propped open nor left ajar.
- d. Fire exits, doorways and hallways are to be kept passable at all times.

7. Transportation

- a. If applicable, the Park District agrees to reimburse the School District on a per student basis for students who would not typically qualify for free transportation services and who are transported to or from the program as part of the District's transportation services.

- b. The School District retains the right to provide transportation services that are deemed appropriate and reasonable at its sole discretion.

8. Insurance Requirements

- a. General Liability Coverage
 - i. Each occurrence: \$1,000,000
 - ii. General aggregate: \$2,000,000
- b. Worker's Compensation Coverage
 - i. Statutory for Illinois
 - ii. Each accident: \$500,000
 - iii. Disease policy limit: \$500,000
 - iv. Disease each employee: \$500,000
- c. Excess Liability/Umbrella Coverage
 - i. \$1,000,000
- d. Sexual Misconduct and Molestation Liability Coverage
 - i. Each loss limit: \$1,000,000
 - ii. Aggregate limit: \$1,000,000
 - iii. Innocent party defense: \$300,000

9. Indemnification

- a. To the maximum extent permitted by law, Park District and School District shall indemnify and hold each other harmless from any and all actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to tangible physical property of the other, to the extent arising out of or resulting from the negligence of their respective employees or other authorized agents in connection with this agreement. However, neither party shall indemnify the other against actions, costs, expenses, damages and liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault hereunder, then any obligation to indemnify shall be proportional to their relative fault.

10. Relationship of the Parties

- a. Nothing in this Agreement shall be deemed to create any joint venture or partnership between the Parties. Neither the Park District nor the School District shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement.

11. No Third Party Beneficiary

- a. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party

12. Assignment

- a. No part of this Agreement may be assigned by either of the Parties hereto without prior written consent of the other Party.

13. Right to Amend

- a. In the event that either Party desires to modify or amend this Agreement, written notice thereof shall be given prior to September 15 of the preceding year for modification to be adopted for the subsequent year unless otherwise agreed. . Modification to this Agreement must be by formal public action of the elected Board of the respective party.

14. Authority

- a. The individual officers of the Park District and the School District who have executed this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards.

15. Successor

- a. It is the intention of the Parties hereto that this agreement and each and all of the provisions be binding on their successors in office.

16. Multiple Counterparts

- a. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

Board of Education of Community
Consolidated School District No. 59,
Cook County, Illinois
2123 South Arlington Heights Road
Arlington Heights, Illinois 60005

By: *Sharon Roberts*
Its President

ATTEST: *Brian Hill - Pro-tem*
Its Secretary

Board of Commissioners of
Mount Prospect Park District,
Cook County, Illinois

By: 
Its President

ATTEST: 
Its Secretary

Exhibits A: School Floor Plans

Exhibit B: Inventory of Equipment

School: _____

School District Owned:

Park District Owned:

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

**RESOLUTION: APPROVAL OF INTER-GOVERNMENTAL AGREEMENTS
BETWEEN DISTRICT 59 AND THE ARLINGTON HEIGHTS, ELK GROVE VILLAGE,
AND MT. PROSPECT PARK DISTRICTS FOR BEFORE AND AFTER SCHOOL
RECREATIONAL PROGRAMS**

Background

The intent of this resolution is to formalize and standardize the long-term partnership School District 59 and its various park districts have had in place in providing Before and After School Recreation Programs for District 59 families. Following the District 59 Board of Education approval, the respective park district boards will take action to approve.

While each park district offers their own unique programming, the Administration was seeking to ensure these programs were made available to all District 59 families and provided on an equitable basis. In addition, for programs hosted in District 59 schools, the Administration was seeking consistency in how our facilities were used with a "one district" approach, and with consistent operational terms.

This resolution also authorizes District 59 charging the park districts for students who normally would not be eligible for bus service, but because of their participation in a park district facility program receive free transportation services. The rate charged the park district is the same rate a family would pay if they were not eligible for free service ("pay bus fee"). This component is intended to offset some of the additional costs incurred by the school district in providing this benefit.

Recommendation

Approval

Resolution

Motion made by Ms. Krinsky, seconded by Mrs. McPherson
to adopt the following resolution:

WHEREAS Community Consolidated School District 59 is seeking to formalize and standardize agreements with its respective park districts for their Before and After School Recreational Programs, and

WHEREAS District 59 considers these programs to be a valuable benefit for all District 59 families;

BE IT RESOLVED THAT on the 27th day of April, 2015, the Community Consolidated School District 59 Board of Education agrees to a two-year inter-governmental agreement with the Arlington Heights, Elk Grove Village and Mt. Prospect Park Districts effective July 1, 2015 with automatic annual renewal terms,

BE IT FURTHER RESOLVED the individual Agreements will be incorporated into this resolution.

Roll call vote:	Ayes	Nays	Absent	Abstain
Kiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McPherson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

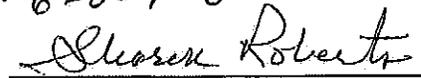
AYES: 6

NAYS: 0

ABSENT: 1

ABSTAIN: 0

MOTION (approved/defeated) VOTE: 6-0-1-0


Sharon Roberts, President

ATTEST:


Karen Osmanski, Secretary



Memorandum

To: Board of Park Commissioners
From: Ben Kutscheid, Park Planner II
Date: 1/19/2022
Re: Rosemary S. Argus Friendship Park Design Services
C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

The next step of the development of Rosemary S. Argus Friendship Park is the engaging of professional services to transform the concept plan into construction documents.

Staff advertised the RFP notice in the paper and posted on our website the release of the RFP for related construction services on December 15, 2021. As a result, 12 consultants picked up the RFP to review our requirements for professional services. Eight proposals were received before the January 6, 2022, 3:00 pm deadline. The following firms submitted proposals for our project: Eriksson Engineering Associates, Wight & Company, CAGE Engineering, Confluence, DLZ, Hitchcock Design Group, JSD and Upland Design.

Staff has thoroughly reviewed all proposals received and recommends the Board approve an agreement with Eriksson Engineering Associates for professional design services at Friendship Park. Most recently Eriksson Engineering Associates completed work associated with the Lions Recreation Center Water Main project. Eriksson Engineering Associates is currently working on the development plans for the ComEd Highlines Trail Improvements from Algonquin to Linneman Road. Eriksson Engineering Associates has also successfully completed several similar projects in the Chicagoland Region. The District has had an excellent working relationship with Eriksson Engineering Associates.

Staff requested that interested firms submit proposals reflective of the project scope associated with grant funding and without, as the absence of the OSLAD Grant award will change the required scope of work. Eriksson Engineering Associates' fee schedule for both scenarios is as follows: The project design fee with the OSLAD grant is \$83,000 and \$55,000 if we do not



Memorandum

receive the grant. It also should be stated that the Illinois Park Code identifies that the professional service selection process should be based on qualifications and not fee structure.

In this instance Eriksson Engineering Associates is not only well qualified to complete our project, but also submitted the lowest proposed fee for both construction scenarios requested.

DOCUMENTS ATTACHED:

- RFP Document for Rosemary S. Argus Friendship Park Redevelopment
- RFP Proposal Response from Eriksson Engineering Associates

BUDGET IMPACT:

Previously Approved 2022 Capital Budget

Friendship - Redevelopment (Including Parking Lot) Account # 845080

Total all cost \$1,275,000 (with grant) \$875,000 without Grant.

The Design and Engineering budget equates to 10% of approved project budget total:

Survey Design **Engineering budget \$127,500** (With OSLAD Grant)

Survey Design **Engineering budget \$87,500** (Without OSLAD Grant)

Design and Engineering Totals

\$16,375.00* Survey + **\$83,000 Eriksson Design and Engineering** = \$99,375.00 (Total W/Grant)

\$16,375.00* Survey + **\$55,000 Eriksson Design and Engineering** = \$71,375.00 (Total WO/Grant)

*The Mt. Prospect Park District has previously contracted the Survey work associated with the Rosemary S. Argus Friendship Park project with Daniel Creaney Company on December 20, 2021 in the amount of \$16,375.00.

RECOMMENDATION:

UPON THE DISTRICT'S NOTIFICATION FROM IDNR REGARDING THE OSLAD GRANT RECIPIENTS FOR 2022, I AUTHORIZE THE EXECUTIVE DIRECTOR OF THE MT. PROSPECT PARK DISTRICT TO ENTER INTO A CONTRACT WITH ERIKSSON ENGINEERING ASSOCIATES FOR THE AMOUNT AS FOLLOWS: \$83,000 IF THE MT. PROSPECT PARK DISTRICT OSLAD GRANT APPLICATION IS APPROVED OR \$55,000 IF THE MT. PROSPECT PARK DISTRICT OSLAD GRANT APPLICATION IS NOT APPROVED BASED ON THE SCOPE OF WORK ASSOCIATED WITH EACH SCENARIO AS PRESENTED.

Mt. Prospect Park District, Request for Proposals

Design and Engineering for Rosemary S. Argus Friendship Park

Proposals Due: Thursday, January 6, 2022 – 3:00 pm
Email to bkutscheid@mppd.org

Invitation

The Mt. Prospect Park District is seeking proposals from qualified consulting firms to provide professional services to the Mt. Prospect Park District for Rosemary S. Argus Friendship Park.

The Rosemary S. Argus Friendship Park Redevelopment project has various improvements throughout the Park. The improvements include resurface pathways, tennis courts and parking lot, 2 new shelters, ballfield improvements, planting and amenities with an option for fitness area, drinking fountain and pickleball courts.

Background

Incorporated in 1955 and encompassing more than 454 acres, the Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming.

The District covers over 11 square miles and serves over a quarter million residents in Mount Prospect and surrounding communities with 59,000 within our borders,. 63% of the District population lives in Mount Prospect, 21% in Des Plaines, 10% within the Village of Arlington Heights and 6% in unincorporated Elk Grove Township.

With a mission statement to “provide exceptional parks and recreation experiences that enrich the quality of life for present and future generations,” the Executive Director oversees six divisions. They include Administration, Community Relations & Marketing, Golf Operations, Human Resources, Parks & Planning and Recreation. The District employs 54 full-time and over 360 part-time and seasonal employees. The Executive Director reports to an elected seven-member Park Board of Commissioners.

Project Description

Mt. Prospect Park District is seeking proposals from qualified consulting firms to provide professional services for Rosemary S. Argus Redevelopment. The Park District has a strong commitment to provide high quality parks and recreation facilities and programs for citizens of the community.

Rosemary S. Argus Friendship Park is a Mt. Prospect Park District 28 acre park at 395 W. Algonquin Road, City of Des Plaines. The Park is home to our Conservatory and Mustang Baseball. This park is used by Friendship Junior High and many adjacent community organizations and the neighborhood.

We have submitted for an OSLAD grant in September 2021 to assist in the development of this Park. Please provide two proposals one assuming we receive the grant and the other assuming we do not receive the grant. A preliminary cost estimate is attached outlining the differences in scope and estimated value.

Scope of Work

- Design and Engineering Documents
- Attend and document required design meetings (no public meetings)
- Bid Process Assistance (Park District shall provide standard “Front End”)
- Construction Phase Services - Review of submittals and attend and administer site meetings, and pay applications
- Acquire Permits - City of Des Plaines, MWRD (if required), ComEd (if required)
- Connect electric shelter lights to existing electric pedestal (in the outfield of the informal North ballfield)
- Submit plans to Park District for review - Submit at 50%, 90% and 99% and minimum of 3 days before required submittals or release.
- If applicable submit OSLAD quarterly report and support OSLAD documentation and requirements

Proposal Response

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Park District. Proposing firms should submit **an electronic pdf under 20 meg** no later than **3:00 pm on Thursday, January 6, 2022.**

Submittals should be directed to:

Ben Kutscheid, ASLA, PLA, CPSI
Planner II / Landscape Architect
bkutscheid@mppd.org
Mt. Prospect Park District
1000 Central Road
Mt. Prospect, IL 60056
847.255.5380 ext 108

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Mt. Prospect Park District to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Mt. Prospect Park District reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Park District to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Park District staff and the approval of the Mt. Prospect Park District Board of Commissioners.

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award. Contract award is expected to be no later than **January 19, 2022**. Completion by June 30, 2023.

Contract Award	January 19, 2022
Preliminary Design	May 1, 2022
Plans to Bid to Contractors	August 1, 2022
Project Complete	June 30, 2023

General Requirement of the Selected Proposing Firm

- Enter into a contract with the Park District. Draft Contract attached. (These documents and proposal submittals become part of the contract)
- Maintain insurance coverage for the duration of the contract period. (Sample COI and required endorsements attached)
- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Park District
- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age
- Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations.
- Operates as an independent contractor and will not be considered employee(s) of the Mt. Prospect Park District
- Successful consultant will be paid on actual invoices as work is completed

Attachments

- Sample COI and Required Endorsements
- Sample Contract
- Rosemary S. Argus Friendship Park Development Plan
- PDF of 1996 Survey (Updated survey under separate contract to be delivered Spring 2022)
- Breakdown of scope and general costs Grant project no Grant Project

Proposal Submittal shall include

- Submit 2 Fee Proposals (With and without grant) - Include Phases and assumed expenses
- Cover Letter to include assigned Project Manager with Authorized Signature
- Scope of Work and deliverables
- Resumes of Key Team Members
- Three similar projects with reference contacts

Algonquin Road

Kolpin House

Resurface Tennis
Adjust Entry Gate

New Pickleball
Courts

Existing Parking

Resurface
Parking
Lot

New Fitness
Station

Existing
Parking

New
Retaining
Wall and
Fence

Conservatory

New Playground
Shelter

New
40 x 60
Shelter

Existing
Playground

New Drinking
Fountain w/ Bottle
Filler

Regrade Infield
Replace Backstop
Improve Ballfield Access

Resurface
Asphalt Trail

New Pathway
Connection

Resurface
Asphalt Paving

Existing Ballfield

Existing Ballfield

Existing Soccer
Field

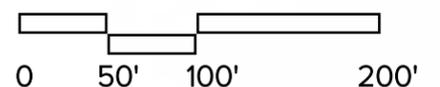
- New Planting
- New Site Furnishings
- Accessible paving changes

Resurface Asphalt Trail

Rosemary S. Argus Friendship Park Redevelopment

Conceptual Master Plan

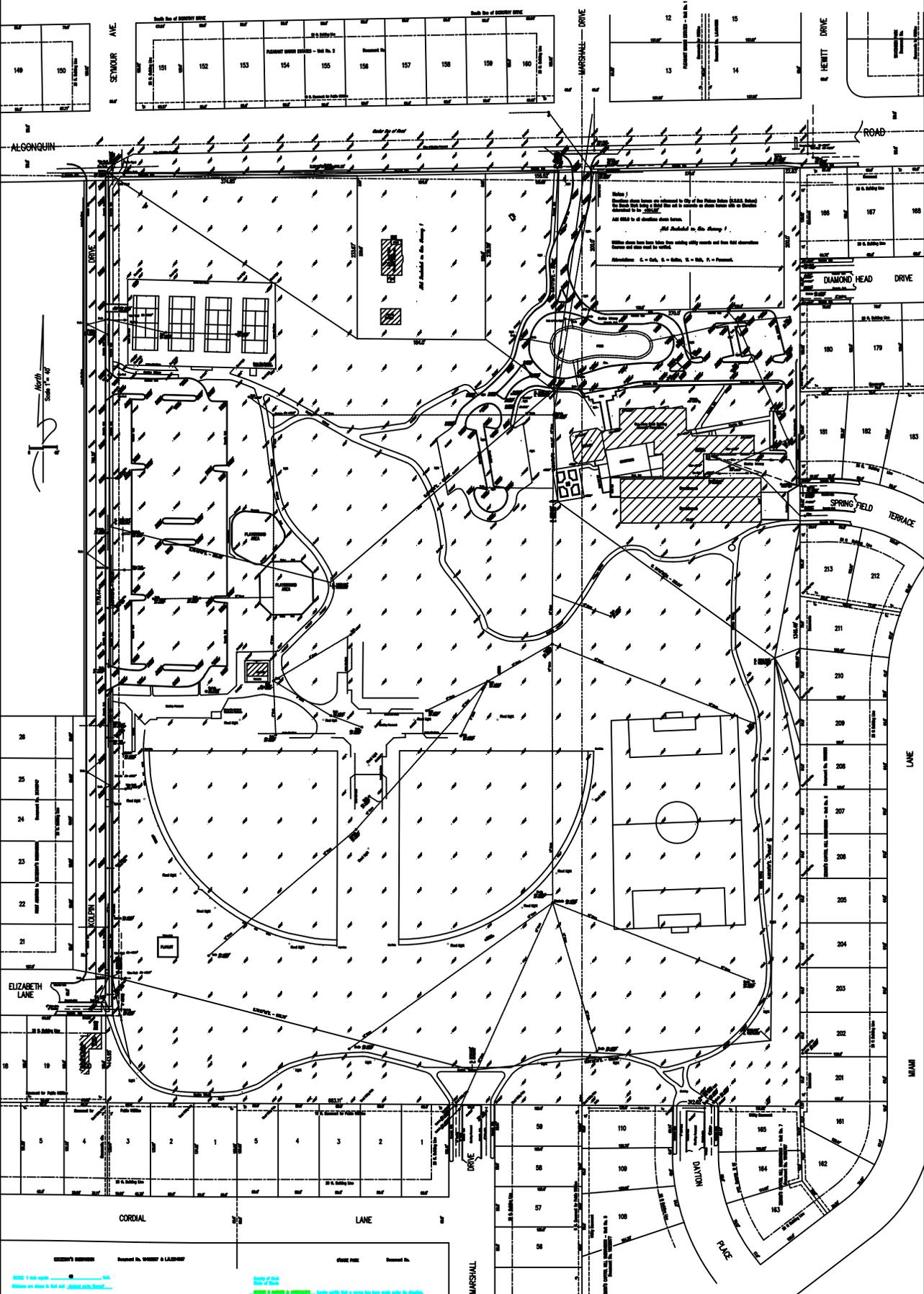
August 18, 2021



Friendship Park
Mt. Prospect Park District

11/24/2021

	Grant Total	No Grant Total
Conceptual Cost Estimate		
Proposed Work	Total	Totals
Demolition	\$15,000	\$15,000
Storm Water	\$40,000	\$40,000
Parking Lot Refurbish	\$224,784	\$224,784
Benches / Site Furnishings	\$25,000	\$10,000
Shelter at Playground	\$40,000	\$30,000
Fitness Stations with surfacing	\$60,000	
Pathway Recompact base and install 1 1/2" over 2" of asphalt	\$90,840	\$90,480
Pathway New compacted gravel base and install 1 1/2" over 2" of asphalt	\$10,000	\$10,000
Repave Baseball Backstops and access	\$56,000	\$5,000
Topsoil, Blanket and Seed	\$60,000	\$6,000
Remove Brick pavers and replace with concret	\$8,250	
Repaint Tennis Court and minor crackfill	\$18,900	\$18,900
Realign Fencing and gates for ADA	\$6,000	\$6,000
Conservatory Plaza	\$37,500	\$37,500
Plaza Electric	\$25,000	\$25,000
Shelter 40' x 60'	\$110,000	\$110,000
Circle Gardens	\$30,000	\$25,000
New Drinking Fountain at Restroom Building	\$7,500	
Ballfield Improvements	\$15,000	
New Northfield Backstop	\$55,000	\$55,000
Replace Retaining Wall in Pkg Lot	\$12,825	\$12,825
New Fence along East Side	\$19,500	\$19,500
Pickle Ball Court	\$120,000	
Planting	\$20,000	\$5,000
Total Estimate	\$ 1,107,099	\$745,989



Notes:
 1. This plat shows the location of the proposed utility lines as shown on the attached utility maps. The utility lines are shown as shown on the attached utility maps. All other utility lines are shown as shown on the attached utility maps.
 2. All other utility lines are shown as shown on the attached utility maps.
 3. All other utility lines are shown as shown on the attached utility maps.
 Abbreviations: C = Gas, S = Sewer, W = Water, P = Power.

Sample

**STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND CONTRACTOR
ON THE BASIS OF A STIPULATED PRICE**

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2022 by and between the Mt. Prospect Park District (hereinafter called OWNER) and _____(hereinafter called CONTRACTOR). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

I. WORK

- A. CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

- B. The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

II. CONTRACT TIMES

- A. Work shall begin no later than January 19, 2022 and to be completed and ready for final payment by June 30, 2023

III. CONTRACT PRICE

OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraph "A" below:

- A. All approved work for the Sum of:

(In Words)

(Numerical Figures)

IV. PAYMENT PROCEDURES

- A. CONTRACTOR shall submit one-time final Application for Payment in accordance with Instructions to Bidders and Section 01001. Application for Payment will be processed by Owner.

V. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

- A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- C. CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the work.
- D. CONTRACTOR acknowledges that Owner does not assume responsibility for the accuracy or completeness of information and data shown.
- E. CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.
- F. CONTRACTOR has correlated the information known to OWNER, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.
- G. CONTRACTOR has given OWNER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

VI. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire agreement between OWNER and CONTRACTOR concerning the Work, consist of the following:

- A. This Agreement (Pages 00500 1 to 00500 5, inclusive).
- B. Instructions to Bidders (Pages 00100 1 to 00100 9, inclusive).
- C. Performance and Payment Bonds, and insurance.
- D. Notice of Award
- E. Notice to Proceed
- F. “Specifications & Drawings” as contained in bid documents
- G. Construction Bid Form (Pages 00300 1-2)
- H. No Bid rigging certification
- I. Non-collusion Affidavit
- J. Sexual Harassment Certification
- K. Legal Compliance and Insurance Agreement
- L. Drug-Free Workplace Certification
- M. Prevailing Wage Certification

There are no Contract Documents other than those listed above in this No. VI. The Contract documents may only be amended, modified or supplemented by mutual agreement between OWNER and CONTRACTOR.

VII. MISCELLANEOUS

- A. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due

Sample

00500 3

may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

- B. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.
- C. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- D. OTHER PROVISIONS
- E. PREVAILING WAGE UNDERTAKING
The general prevailing rate of wages as found by owner or determined by the Illinois Department of Labor or a court on review and as from time to time in effect during the performance of the work in the locality in which the work is to be performed for each craft or type of workman or mechanic needed to execute the contract will be paid by the contractor and all sub-contractors to such laborers and such Contractor shall adhere to all Federal laws and laws of the state, and to all local ordinances and regulations applicable to the work hereunder and having the force of law. (See Exhibit "A".

Sample

00500 4

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in triplicate. One counterpart each has been delivered to OWNER, CONTRACTOR, and OWNER. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR or identified by OWNER on their behalf.

This Agreement will be effective on _____ (which is the Effective Date of the Agreement).

OWNER
MT. PROSPECT PARK DISTRICT

CONTRACTOR:

By: _____
[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: _____

Attest: _____

Address for giving notices:

Address for giving notices:

1000 W. CENTRAL ROAD
MT. PROSPECT, ILLINOIS 60056

Agent for Service of Process:

(If CONTRACTOR is a corporation, attach evidence of authority to sign.)

00500 5

Sample

Certificate of Insurance Required Documents

1. MPPD listed as additional insured
2. Additional insured to be on primary and non-contributory basis
3. Additional insured endorsement attached to certificate, endorsements for General Liability and Automobile Liability
4. Evidence of Workers compensation coverage
5. Workers Compensation Waiver of subrogation endorsement attached to certificate.



Sample

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	SAMPLE	GROUP 2	CONTACT NAME:	
			PHONE (A/C. No. Ext):	FAX (A/C. No):
			E-MAIL ADDRESS:	
			INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	BUSINESS COMPANY 2020 CORPORATE LANE	INSURER A :		
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/> RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THE MOUNT PROSPECT PARK DISTRICT IS NAMED AS ADDITIONAL INSURED ON A PRIMARY/NON-CONTRIBUTORY BASIS AND A WAIVER OF SUBROGATION WITH RESPECT TO THE OPERATIONS OF _____.
(EXECUTED INDEMNITY & HOLD HARMLESS AGREEMENT OR SUBSTANTIALLY SIMILAR PROVISIONS SHOULD BE INCLUDED IN BID SPECIFICATIONS)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Mt. Prospect Park District

RFP Design and Engineering for Rosemary S. Argus Friendship Park

Submitted By:

ERIKSSON ENGINEERING ASSOCIATES, LTD.

145 Commerce Drive, Suite A

Grayslake, IL 60030

Due:

Thursday, January 6, 2022 at 3pm CST

Submitted To:

Ben Kutscheid, ASLA, PLA, CPSI

Planner II / Landscape Architect

Mt. Prospect Park District

1000 Central Road

Mt. Prospect, IL 60056

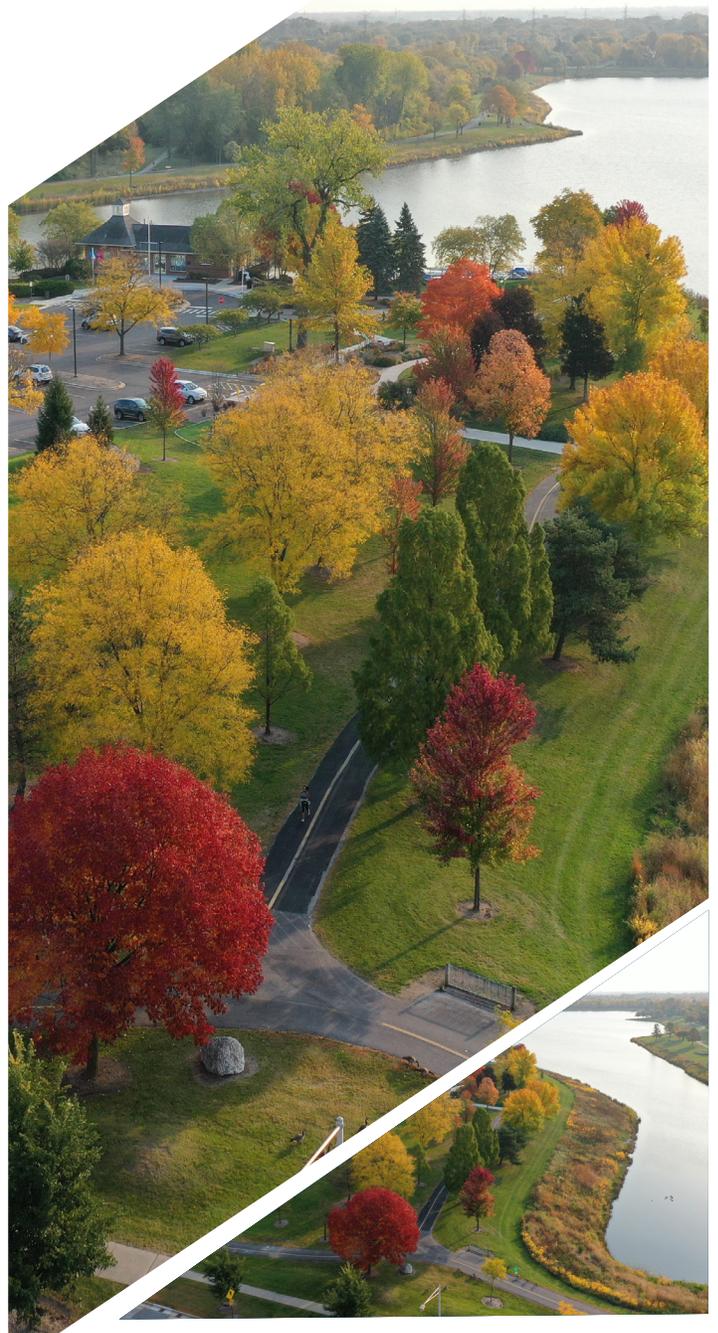
bkutscheid@mppd.org

Point of Contact:

Mike Renner

847.223.4804 Ext. 17

mrenner@eea-ltd.com



Ben Kutscheid, ASLA, PLA, CPSI
Planner II / Landscape Architect
Mt. Prospect Park District
1000 Central Road
Mt. Prospect, IL 60056

Re: Design and Engineering for for Rosemary S. Argus Friendship Park

“ Plans are nothing; planning is everything. ”

Dear Ben:

Dwight D. Eisenhower

While citing Dwight D. Eisenhower may raise the bar, the prospect and challenge of meeting these lofty standards is something Eriksson Engineering Associates, Ltd. (EEA) can do for Friendship Park. For more than 26 years, EEA has provided civil engineering design services throughout Chicagoland. EEA consultants create multi-functional site designs for use flexibility and low maintenance. Our designers consider both end user needs and impact on the environment and we understand that what matters is accessibility, functionality, and fun. Our team has completed multiple trail systems, reconstructed parking lots, specified park shelters, designed baseball and softball fields, reconstructed tennis courts and pickleball courts, and provided landscape planters and site amenities for park sites allowing communities to enjoy recreational facilities and natural elements.

Bringing expertise gained from 27 years as Cary Park District Commissioner, I will serve as Principal in Charge. I will be joined by **Ben Ahring**, a seasoned Senior Project Manager who is both local and brings two decades of diverse recreation experience. **Josh Andersson** has also joined our team as Landscape Architect. Our team credentials are further presented in our resumes.

Speaking of the local entities, we do not work directly for permitting agencies, whether it is for Mount Prospect, Des Plaines, Cook County, MWRD or a similar regulatory agency. Instead, we have developed connections with them and learned the intricacies of regulations — from federal to state to local jurisdictions. **We understand who our client is and we work as an advocate for our client's needs. This is a core value that drives our staff to make sure your project is a success and that every possible project cost is of direct benefit to the community.**

We believe our client's success is most accurately defined by what you don't see or hear. **No hassles. No complaints. No schedule delays. No surprises.** Although our work is often hidden — beneath the ground, water, or pavement — our success is clearly seen in how well your sites will perform today, tomorrow, and years into the future. We cannot wait to get started!

Very truly yours,



Mike Renner, PE
Vice President
Eriksson Engineering Associates, Ltd.

EEA acknowledges receipt of all Addenda.

Our Story

Courts

Heritage Park

Oakbrook Terrace, IL
Pavilion/picnic shelter, multi-level playgrounds, volleyball courts, new pathways around the park connecting to the existing bike path, and parking lot

Arlington Heights Park District

Arlington Heights, IL
*Basketball Court, Tennis Courts, and Pickleball Courts - Dryden, Sunset Ridge, and Volz Parks
Tennis Courts at Recreation, Heritage - Prairie Parks*

Prairie Club Golf Course – Glenview Park District*

Glenview IL
New Clubhouse/Warming Hut & Paddle Courts

Sunset Ridge Country Club*

Northfield, IL
Pool Complex, Warming Hut, and Paddle Courts

Regency at the Woods of South Barrington

South Barrington, IL
New Pool, Tennis, and Clubhouse

OPRF H.S Tennis Courts Replacement

Oak Park, IL
Tennis Courts

High School District 214

Rolling Meadows, IL
Tennis Courts

Hinsdale Township High School District 86

Hinsdale and Darion, IL
Tennis courts, synthetic turf fields, running track, and parking lots

Community High School District 155

Crystal Lake and Cary, IL
Tennis courts, running track, and parking lots

Grayslake North High School

Grayslake, IL
Tennis courts and parking lots

New Trier High School - Northfield Campus

Northfield, IL
Tennis Courts

High School District 214 - Rolling Meadows High School

Rolling Meadows, IL
Tennis Courts



Michael J. Renner, PE

Principal/Vice President



EDUCATION

Bachelor of Science
Civil Engineering, 1986

University of Illinois
Urbana/Champaign

PROFESSIONAL LICENSES

Licensed Professional
Engineer of Illinois

Mike Renner is Vice President of EEA and also serves as Principal-in-Charge or Senior Project Manager on various projects. With over 30 years of design and construction monitoring experience, he is responsible for managing company resources, providing staff guidance, and confirming projects meet local and state agency permitting requirements.

Mike has managed many high profile residential and institutional projects. He is the go-to engineer for urban redevelopment and new construction projects at EEA. Mike has also worked on numerous suburban site development projects in recreation, senior living, affordable housing, commercial, education, and municipal markets.

As a park district board member, Mike has developed perspectives as an owner, engineer, and community member, allowing him to ensure satisfaction for a wide variety of clients and users. On all projects, he relies on both past experience and new client insight to best serve the end users.

Mike also serves as an expert witness, offering engineering testimonies for civil-related trials.

PROFESSIONAL ASSOCIATIONS

Parks Foundation of Oak Park

MWRD Watershed Management Ordinance Technical
Advisory Committee

AIA Northeast Illinois Chapter

PROJECT ROLE

Principal in Charge

NOTED PROJECTS

Arlington Heights Park District

Arlington Heights, IL
*Basketball Court, Tennis Courts, and Pickleball Courts - Dryden, Sunset Ridge, and Volz Parks
Tennis Courts at Recreation, Heritage - Prairie Parks*

Mr. Prospect Park District

Mt. Prospect, IL
Comed Trail

Arlington Heights Park District

Arlington Heights, IL
*Lake Arlington Park Improvements
Camelot Park/Frontier Park*

Palatine Park District

Palatine, IL
Falcon Park Recreation Center

Lemont Park District

Lemont, IL
*Centennial Park Recreation Center & Indoor
Outdoor Pool*

Morton Grove Park District

Morton Grove, IL
Harrer Park New Aquatic Facility

City of Bloomington Parks and Recreation Department

Bloomington, IL
Aquatic Center Replacement

Grayslake Park District

Grayslake, IL
Alleghany Park

Bartlett Park District

Bartlett, IL
Village Olivia Ski & Banquet Center

Deerfield Park District

Riverwoods, IL
Deerfield Clubhouse

Huntley Park District

Huntley, IL
Pincrest Clubhouse

Aurora Department of Parks and Recreation

Aurora, IL
*Mastodon Park
Philips Park*



Benjamin J. Ahring, PE

Senior Project Manager



Ben Ahring is a Senior Project Manager at EEA. He has designed and managed a diverse array of projects, including numerous infill redevelopments and green field developments.

Ben brings 20 years of project management experience and has led the design of several public sector projects including, police stations, fire stations, schools, municipal buildings, and park facilities.

When working with clients, Ben focuses on project management; integrating owner, architect and land planner's visions with actual site conditions. He takes his expertise one step further by representing clients at public meetings and collaborating with design team partners.

Ben is well-versed in green technologies, best management practices, and LEED Certification. He strives to provide clients with efficient design solutions that integrate sound engineering principles and cost-effective alternatives – all meeting permitting requirements.

PROFESSIONAL ASSOCIATIONS

Parks Foundation of Oak Park

MWRD Watershed Management Ordinance Technical Advisory Committee

AIA Northeast Illinois Chapter

EDUCATION

Bachelor of Science
Civil Engineering, 2000

Bradley University
Peoria, Illinois

REGISTRATIONS

Professional Licensed
Engineer of Illinois

PROJECT ROLE

Senior Project Manager

NOTED PROJECTS

Round Lake Area Park District

Round Lake Beach, IL
Sports Center Park

Park District of Highland Park

Highland Park, IL
Sunset Woods Park

Elmhurst Park District

Elmhurst, IL
Centennial Park
Glos Memorial Park

Geneseo Parks Department

Geneseo, IL
Richmond Hill Park

Lake Forest Park District

Lake Forest, IL
South Park

Des Plaines Park District

Des Plaines, IL
Prairie Lakes Community Center & Park
Arndt Park Redevelopment

Morton Grove Park District

Morton Grove, IL
Harrer Pool Redevelopment

City of Bloomington Parks Department

Bloomington, IL
O'Neil Park Pool and Park Improvements

West Chicago Park District

West Chicago, IL
Recreation Center
Toucan's Hideaway Splash Pad & Playground

Park District of Oak Park

Oak Park, IL
Recreation Center Feasibility Study
Conservatory East Garden
Carrol Park
Longfellow Park Rainwater Cistern
Field Park Rainwater Cistern

Itasca Park District

Itasca, IL
Peacock Park



Josh Andersson, PLA

Landscape Architect



EDUCATION

Master of Landscape Architecture,
2011
Illinois Institute of Technology
Chicago, IL

Bachelor of Fine Arts
Applied Photography,
1996
Rochester Institute of Technology
Rochester, NY

PROFESSIONAL LICENSES

Registered Landscape Architect: Illinois

Josh Andersson is a Landscape Architect with more than a decade of landscape design experience. Through collaboration offered in a multi-discipline environment, Josh finds inspiration to create vibrant and active landscapes, develop productive design solutions, and meet green infrastructure solutions.

As landscape architecture project and site manager for EEA, Josh provides project support from concept, through all design phases, to final-site layout and review. He works directly with clients to understand project specifics and collaborates with interdisciplinary team members to integrate landscape with the built systems. His portfolio includes Park District site development including Master Planning, Design Documents, and Construction Administration for the Park District of Oak Park, Glenview, and Chicago.

He has also participated on teams to create bike trails for state and city departments of transportation, multiple streetscape planning and design projects, and site design work for the City of Chicago and municipal public parks and plazas. Additionally, Josh has collaborated with design and construction teams on large-scale major infrastructure/enhancement projects at higher education campuses.

Working in design-related fields for the last 25 years, Josh is a skilled photographer and intermediate-level graphic designer who uses these skill sets to enhance layout designs and infographics in project reports, presentations, and publications. He is also an active trail runner and participates in team endurance competitions.

PROJECT ROLE

Landscape Architect

NOTED PROJECTS

Forest Preserves of Cook County*

Cook County, IL
Lake Cook Bike Trail North Branch Extension including concepts and construction drawings, tree survey, presentation materials
Grove enhancements for 25 high-use sites including updating site circulation from parking to shelters and additional canopy tree plantings

Skokie Park District/Illinois Department of Transportation*

Skokie, IL
Bike/Running Path including presentation graphics

Village of Algonquin Randall Road Pedestrian Bridge*

Algonquin, IL
Design/3D modeling/presentation rendering

City of Batavia River Street Gateway Arch*

Batavia, IL
3D modeling/presentation rendering

City of Batavia/City of Chicago Streetscape Enhancements*

Batavia & Chicago, IL

Chicago Navy Pier

Chicago, IL
Construction Administration and Planting layout coordination for the CNP revitalization project

CPS Edwards Elementary

Chicago, IL
Construction Administration and Community coordination for the final phase of planting installation

Oak Park Elementary District D97

Oak Park, IL
Site Design, Public Meetings, Design Documents, Construction Admin for Middle School Plazas and sports fields including artificial turf fields and coordinating with Park District and private Youth-league entities for sports field layout of fields

Park District of Oak Park

Oak Park, IL
Master Plan, Design Documents and Construction Administration for various parks throughout – Barrie Park, Stevenson Park, Rehm Park, Scoville Park

*work completed at other employers



Lake Arlington Park Improvements

Arlington Heights, Illinois

Eriksson Engineering Associates, Ltd. (EEA) performed civil engineering and landscape architectural services on a large park renovation project for the Arlington Heights Park District at Lake Arlington. Lake Arlington is a 93-acre site with a 50-acre detention lake and 11 acres of wetlands.

The Arlington Heights Park District did a number of studies and gathered community input to evaluate the uses of the park and how it could be enhanced to better serve the community. After analyzing the findings, the District decided to pursue Illinois Department of Natural Resources (IDNR) grant funding to move the project forward.

Once park funding was secured, EEA worked closely with park district staff to design and refine the community's vision for Lake Arlington Park. The park vision included improvements to the bike/pedestrian path system, pathway exercise stations, new picnic shelter, new fishing pier, a sensory garden, public pier extension, and Americans with Disabilities Act (ADA) access improvements.

EEA designed the sensory garden, playground, exercise stations, fountain, picnic structure, and pathway. Inspiration for the projects was gathered by attending meetings and collecting design ideas which were later synthesized into a multi-generational park space to serve the community.

Maintaining access to and throughout the park during the construction process was a key consideration for all of the park enhancements. EEA helped keep the park accessible to the community by working with the design team, park district, and the general contractor using a phased construction approach centered around the park's programming and activity schedule.



Owner

Arlington Heights Park District

Scope of Work

Site Design
Stormwater Design
ADA Access Improvements
Pedestrian Path Enhancements
Pier Extension
Multi-Generational Community Spaces
Landscape Architecture

Reference

Ben Rea
Director of Parks and Planning
Arlington Heights Park District
410 N. Arlington Heights Road
Arlington Heights, IL 60004
brea@ahpd.org
847.506.7145



Prairie Lakes Aquatic Center

Des Plaines, Illinois

Prairie Lakes Aquatic Center is located at 515 E. Thacker Steet and is part of the Des Plaines Park District. The indoor aquatic center offers an 8-lane, 25-yard competition and lap pool, splash pad, and wellness pool. Prairie Lakes also offers an outdoor full basketball court, a sand volleyball court, and several other outdoor amenities for the community to enjoy, no matter the age.

Eriksson Engineering Associates, Ltd. (EEA) provided civil engineering services for the Des Plaines Park District’s expansion of their existing Prairie Lakes Community Center. The addition added an aquatic center including indoor pools, an outdoor plaza, a new outdoor basketball court, and a sand volleyball court. Our engineers also created new walking paths and reconfigured the parking and drop-off area. Given some of the existing site constraints, EEA provided a sanitary lift station, new watermain, stormwater system, and rain garden to meet the needs of the new facility and the various permitting requirements.



Owner

Des Plaines Park District

Scope of Work

- Civil Engineering
- Parking Lot
- Stormwater Management
- Permitting
- Sanitary Lift Station Design
- Walking Path

Reference

Paul Cathey
 Deputy Director
 Des Plaines Park District
 2222 Birch Street
 Des Plaines, IL 60018
 PaulC@dpparks.org
 847-391-5088



Arlington Heights Park District

Arlington Heights, Illinois

Eriksson Engineering Associates, Ltd. (EEA) is collaborating with the Arlington Heights Park District during renovations for Volz, Dryden, and Sunset Parks.

Volz Park is being renovated to keep up with residents' interests. Located in the south-central portion of Arlington Heights, residents can enjoy a playground, baseball field, basketball court, and open greenery for soccer practices. Due to the sports rising popularity, 6 pickleball courts will be put in.

Representing one of the older parks in town, Dryden Park will include 6 pickleball and 2 tennis courts. Additionally, EEA is currently renovating Sunset Ridge Park, a small neighborhood park, located in the furthest northern section of the village, by reconstructing the basketball court.

While the initial intent of the project was to remove and replace the existing asphalt surface and replace with new asphalt surface, the subsequent geotechnical reports dictated a full reconstruction of the courts.

In an effort to reduce construction cost, a Tensar GeoGrid was specified to bridge over areas with poor soil strength. The use of this product provided a structural benefit for the new pavement section while simultaneously reducing unforeseen costs associated with undercuts. Underdrainage was also included to remove stormwater runoff from the aggregate base of the pavement section. This will help increase the lifespan of the pavement and provide protection from the freeze-thaw cycles.



Owner

Arlington Heights Park District

Scope of Work

Tennis Courts
Pickleball Courts
Basketball Courts

Reference

Ben Rea
Director of Parks and Planning
Arlington Heights Park District
410 N. Arlington Heights Road
Arlington Heights, IL 60004
brea@ahpd.org
847.506.7145



January 6, 2022

Mr. Ben Kutscheid, ASLA, PLA, CPSI
Planner II/Landscape Architect
Mt. Prospect Park District
1000 Central Road
Mt. Prospect, IL 60056



Re: Rosemary S. Argus
Friendship Park Redevelopment
395 W. Algonquin Road
Des Plaines, IL

Dear Ben:

Eriksson Engineering Associates, Ltd. (EEA) is pleased to submit this Proposal to provide professional civil engineering, landscape architecture, and site electrical design services for the redevelopment of Friendship Park. The project shall generally be developed in accordance with the Request for Proposal we received from your office dated December 15, 2021 (herein referred to as the Project).

PROJECT DESCRIPTION

The Request for Proposal indicates that the project generally includes resurfacing pathways, tennis courts, and the parking lot, 2 new shelters, ballfield improvements, planting and amenities with an option for fitness area, drinking fountains and pickleball courts.

We understand that an OSLAD grant was submitted in September 2021 to assist in the development of this park. Our proposal includes two different options, one assuming the district receives the grant and the other assuming the district does not receive the grant.

According to the NFIP FEMA Floodplain Mapping, it does not appear that any part of the property is within the 100-year floodplain; therefore, we have not included any floodplain compensatory storage calculations. Considering the site appears to have been fully built out previously, we have assumed there are not wetlands present on the property. Therefore, we have not included scope to cover the coordination, delineation, and mitigation for disturbance of the wetlands.

Des Plaines is within the jurisdiction of the Metropolitan Water Reclamation District of Greater Chicago; therefore, we will apply for a permit for the design and reconstruction. We understand that no work is contemplated within the adjacent public roadway rights-of-way.

EEA is ready to begin working on the project and is comfortable with the schedule that was outlined in the request for proposal dated December 15, 2021.

EEA's design decisions and drawings will be based upon topographic and land survey data that will be provided to us. All existing utility information shall be included on the survey. From the survey, we will prepare a base sheet based on the information contained on the survey.

We understand that the Project will be bid on a stipulated sum basis. We will prepare one set of construction drawings and technical specifications (CSI Lump Sum Format) for the project. You shall prepare the Invitation to Bid, Contract, General and Supplementary Conditions, and be the administrator of the Contract.

The Part of the Project for which EEA shall provide professional services includes the following on-site element/elements:

1. Review of geotechnical data provided by others
2. Review of topographic survey provided by others
3. Demolition of existing site features including pavements, and landscaping
4. Site geometric control; location of pavements to be provided in ACAD format
5. Asphalt pavement design and site concrete finish work (but not stairways or poured in-place retaining walls or seat walls)
6. Finished grading
7. Soil erosion and sediment control measures
8. Storm Water Pollution Prevention Plan
9. Site electrical
10. Landscape architecture design
11. Permitting through local governing agencies
12. Coordination with OSLAD for reporting and documentation

SCOPE OF SERVICES

A. Preliminary Design Phase

1. We shall attend project coordination meetings (in-person or virtual) as necessary to coordinate our Part of the Project.
2. We shall confer with representatives from the City of Des Plaines, and with representatives of other governing/local agencies to review development and permitting requirements.
3. We shall visit the site to observe the existing conditions to confirm that the site survey has provided the information necessary for us to complete our design work.
4. We shall assist you in identifying the need for additional studies, surveys, or reports. Such studies might address geotechnical analysis or private underground utilities.
5. We shall review and edit the boundary and topographic mapping so that we may utilize it.
6. We shall review the proposed master plan and opinion of construction cost to confirm that the scope of work. We anticipate that this process will be an iterative process.
7. We shall assist in the preparation of drawings and exhibits. We have included the preparation of design drawings for one (1) concept and for one (1) round of changes. All other plan changes or revisions shall be on an hourly basis.

B. Final Design Phase

1. We shall attend project coordination meetings (in-person or virtual) as necessary to coordinate our Part of the Project.
2. We shall prepare final drawings and CSI Lump Sum Format specifications for This Part of the Project. We have included drawing review and coordination at the 50%, 90% and 99% stage of the project. The drawings and specifications shall be prepared in accordance with generally accepted professional practices and

substantially in conformance with standards of the governing agencies. We make no warranty, express nor implied, as part of this Agreement. Nothing in this Agreement shall require us to exercise professional skill and judgment greater than that which can be reasonably expected from other engineer's performing similar services to those required hereunder.

3. We shall assist you in the preparation and processing of permits as required by the following governing agencies:
 - a. City of Des Plaines
 - b. Metropolitan Water Reclamation District of Greater Chicago
 - c. Illinois Environmental Protection Agency, Notice of Intent
 - d. Illinois Department of Natural Resources Threatened and Endangered Species
 - e. Illinois Historic Preservation Agency
 - f. Commonwealth Edison Company

C. Bidding Phase

1. We shall assist you by answering questions concerning the bidding documents relative to this Part of the Project.
2. We shall prepare addenda to clarify documents prepared by us in a timely manner.
3. We shall evaluate bidder proposed substitutions for basic quality and applicability when requested by you. Detailed analysis of substitutions or design changes made necessary by the acceptance of these substitutions is not included.

D. Construction Administration Phase

1. We shall review submittals made by the Contractor as they relate to this Part of the Project.
2. We shall assist you by answering questions arising from field conditions.
3. We shall prepare supplemental documents to clarify the original documents relative to this Part of the Project.
4. We shall attend and administer site meetings, and review and make recommendations for application for payment.
5. We shall make ten (10) visits to the site as requested by you, to observe, as a qualified design professional, the progress and quality of the work completed, and to determine, in general if the work pertaining to this Part of the Project is being performed in accordance with the Contract Documents. However, we shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. This includes one (1) site visit to conduct a punch list review. We shall submit to you a written report of our observations from our visit to the site.
6. We shall prepare and submit the MWRDGC Request for Final Inspection forms to the MWRD.

COMPENSATION

We shall be compensated for Services as described above on the basis of a stipulated fee in the following amounts:

	Phase	w/Grant	w/o Grant
A.	Preliminary Design Phase	\$25,000.	\$18,000.
B.	Final Design Phase	41,000.	26,000.
C.	Bidding Phase	2,000.	2,000.
D.	Construction Admin. Phase	<u>15,000.</u>	<u>9,000.</u>
	Subtotal Stipulated Staff Time Fee (A-D):	\$83,000.	\$55,000.

Additional site visits beyond those included in the basic scope of services \$650/visit

REIMBURSABLES

Costs for travel, printing, plotting, overnight delivery, messenger services are considered Reimbursable Expenses and shall be invoiced in addition to the stipulated staff time fee.

ADDITIONAL SERVICES

The following services are specifically excluded from our fee proposal, but can be provided under separate Agreements, if requested:

1. Attendance at public meetings
2. Relocation of site power, gas supply distribution systems, and site communications
3. Poured-in-place retaining wall, screen wall, seat wall design
4. Preparation of easement documents
5. Preparation of as-built drawings
6. Irrigation design
7. As-built survey services
8. Tree inventory and or tree preservation plan

Attendance at additional coordination meetings, public hearings, plan commission or zoning meetings, changes to completed work due to revised input or direction, expansion of project limits or scope, preparation of additional exhibits, preparation of off-site public roadway or infrastructure improvements, traffic or parking studies, soil erosion and sediment control inspection services, legal review of lender requirements such as Certificate of Engineer and Consent of Engineer, and other factors beyond EEA's control shall be invoiced as Additional Services at our then current Hourly Rates with all non-staff time costs listed above invoiced as Reimbursable Expenses. EEA shall notify you if the need for such services arises, prior to proceeding with any Additional Services. EEA would be pleased to provide you with an estimate of fees for these services upon your request.

INVOICING

Invoices shall be submitted periodically and will reflect the time accrued during the period stated. Invoices are due and payable sixty (60) days from date of invoice.

If this Proposal is acceptable to you, please forward the park district contract to our office as authorization to proceed. The signed contract will serve as the agreement between you and EEA for professional services.

We look forward to working with you. If you have any questions, please don't hesitate to contact us.

Very truly yours,

ERIKSSON ENGINEERING ASSOCIATES, LTD.



Steven S Gregory, PLA
Director of Landscape Architecture



Michael J. Renner, P.E.
Vice President

Name: _____

Title: _____

Date: _____

Company: _____

Hourly Rates

Hourly Rates for Services are as follows:

Senior Principal	\$240
Principal	\$220
Senior Project Manager	\$215
Project Manager	\$200
Director of Landscape Architecture	\$200
Director of Traffic Engineering	\$200
Senior Project Engineer	\$190 - \$200
Project Engineer	\$180 - \$190
Senior Design Engineer	\$170 - \$180
Senior Landscape Architect	\$170 - \$180
Design Engineer	\$155 - \$170
Landscape Architect	\$150 - \$165
Technician	\$145
Administrative	\$100- \$115

These hourly rates are effective through December 2023 and are subject to annual increase thereafter. A surcharge of fifty percent (50%) will be added to the then current hourly rates for expert witness testimony and/or participation at legal hearings, depositions, etc.



Financial Advisors Report

2022 BUDGET

Omicron is “spreading rapidly around the world” and that, along with restrictive measures adopted by government, threaten to have a negative impact on Recreation Program Revenues this year. While capacity limits and social distancing requirements have been lifted (phase 5) masks are again required indoors regardless of vaccination status. Effective January 3, 2022 the Cook County DPH is mandating persons provide proof of vaccination upon entering facilities in a bid to contain the variant. Although Omicron has introduced a new level of uncertainty, it is too soon to assess a budget impact. Other recent considerations, including trending inflation, have been either factored or withstood budget analysis. There are no proposed changes at this time.

2021 GOLF REPORT

The December report shows golf revenues of \$2,115,874 exceeding budget by \$223,325 or 12% and setting an all-time record (see reports).

2021 POOLS REPORT

Recplex pool revenues through December are \$375,389, down 22% from 2019. The indoor pools expenditures are also down 22% from the non-covid year. This leaves a similar net cost of operation, \$19,000 for 2021 as compared to \$22,000 in 2019.

Meadows Pool revenues \$169,889 were up \$38,583 or 28% from 2019 in part due to the other outdoor pool Big Surf not opening. Meadows net cost of operation was \$40,009 down \$10,885 from 2019.

Big Surf while not open incurred costs of \$12,340 related to the Property. Big Surf 2019 net cost of operation was \$115,514.

2021 RECPLEX FACILITY REPORT

Recplex facility revenues for 2021 were \$274,670. Up 11% from 2020, but down 42% from 2019. Illinois entered phase 5 of the reopening plan June 10th lifting capacity limits and face coverings until recent developments.



2021 REC PROGRAMS

Recreation program revenues for 2021 were \$1,829,902. More than double 2020 revenues but down 34% from 2019. Although revenue remains down, expenses have been reduced in greater proportion producing a better net contribution to facility overhead. Revenue's net of direct program costs are as follows:

YTD:	Revenue	Net	% Contribution
2019	2,770,156	1,188,253	43%
2021	1,829,902	943,350	52%

2021 CHILD CARE PROGRAMS

Child Care Programs, Kids Klub, Day Camp and Preschool for 2021 were \$588,083 or 2.75 times 2020 revenue. 2021 revenues are down from 2019 as follows: Kids Klub 69%, Day Camp 39% and Preschool 62%.



MOUNT PROSPECT PARK DISTRICT
SUMMARY - ALL FUNDS
 For Twelve Months Ended 12/31/21

100% of Calendar Year

ACCOUNT NAMES	TOTALS	CORP.	REC.	LIAB INS.	SOCIAL SEC	NWSRA	IMRF	CONSERV.	PAV/LIGHT	DEBT SRV	INT SERV.	NON BOND GOV DEALS	Fund 70 2020 PROJ	Fund 71 2021 PROJ	Fund 98 2018 PROJ	Fund 99 2019 PROJ
BEGINNING BALANCE	8,867,610	1,126,692	2,037,887	51,296	294,083	1,553,867	120,153	507,731	151,992	326,380	267,517	23,981	1,819,478		289,588	296,965
REVENUES:																
PROPERTY TAXES	10,704,494	2,414,274	1,613,294	774,201	352,035	683,743	654,759	804,941	85,471	3,321,776						
REPLACEMENT TAXES	283,659	124,810	158,849													
RENTAL	872,094	56,573	768,969					46,553								
PASSES /USER FEES	575,605		575,605													
DAILY /USER FEES	1,543,645		1,543,645													
PROGRAM FEES	2,447,797		2,403,409					44,388								
CONCESSION SALES	64,353		60,075					4,278								
GRANTS & SPONSORS	29,423		4,423										25,000			
V/MC & OTHER	182,284	221,999	(65,752)									26,037				
INTEREST	16,149	1,430								1,841			12,878			
INT PROJ CHARGES	331,294										331,294					
BOND PROCEEDS - REFI	-															
BOND PROCEEDS	3,155,675									1,842,741				1,312,934		
TOTAL REVENUE	20,206,471	2,819,086	7,062,516	774,201	352,035	683,743	654,759	900,159	85,471	5,166,359	331,294	26,037	37,878	1,312,934	-	-
% of Budget	118%	104%	135%	98%	98%	98%	98%	99%	98%	99%	100%	20%	n/a	n/a	n/a	n/a
EXPENDITURES:																
FULL TIME SALARIES	3,296,462	1,024,503	1,533,348	133,214				332,381			273,015					
PART TIME SALARIES	1,616,226	27,168	1,419,631					80,462			88,966					
FRINGE BENEFITS	1,373,799	407,584	682,494	41,899				119,445			122,377					
CONTRACTUAL SERVICES	913,384	317,709	489,266	44,340				36,483		2,920	22,666					
COMMODITIES	810,546	144,835	589,076					52,162			24,472					
CONCESSIONS	42,341		39,565					2,776								
UTILITIES	771,279	178,796	540,515					51,969								
INSURANCE	366,961			366,961												
N W SPECIAL REC	458,100					458,100										
RETIREMENT	1,048,993				368,774		680,219									
ROLLOVER BONDS	3,240,597									3,240,597						
LONG TERM BONDS (Alt Rev)	1,824,311									1,824,311						
LONG TERM REFI	-															
SALES TAX/OTHER	64,675		5,272					2,151					16,773	40,479		
CAPITAL PROJECTS:																
LAND	-															
EQUIP & VEHICLES	80,860											3,655	57,946		3,024	16,236
ADA IMPROV	-															
BUILDINGS	244,494												162,787		74,752	6,954
POOLS	47,715												36,440			11,275
PARK IMPROV	949,517					217,477		25,076	43,380				188,272	1,000	211,812	262,500
TOTAL EXPENDITURE	17,150,259	2,100,595	5,299,167	586,414	368,774	675,577	680,219	702,905	43,380	5,067,828	531,497	3,655	462,218	41,479	289,588	296,965
% of Budget	81%	88%	93%	74%	73%	39%	96%	80%	23%	100%	88%	3%	25%	n/a	110%	104%
REVENUE OVER(UNDER)	3,056,212	718,491	1,763,350	187,787	(16,739)	8,166	(25,460)	197,255	42,091	98,531	(200,203)	22,382	(424,340)	1,271,455	(289,588)	(296,965)
ENDING FUND BALANCE	11,923,821	1,845,183	3,801,237	239,083	277,344	1,562,033	94,693	704,986	194,083	424,911	67,314	46,363	1,395,138	1,271,455	-	-

MOUNT PROSPECT PARK DISTRICT
RECREATION FUND by Department
 For Twelve Months Ended 12/31/21

ACCOUNT NAMES	TOTALS	ADMIN.	100% of Calendar Year POOLS			GOLF COURSE	CONCESS -IONS	LIONS CENTER	RECPLEX CENTER	REC PROGRAM	CENTRAL PROGRAM	CENTRAL ROAD BLD
			BIG SURF	MEADOWS	RECPLEX							
BEGINNING FUND BALANCE	2,037,887		-	-	-	-	-	-	-	-	-	-
REVENUES												
TAXES	1,772,143	1,772,143										
RENTAL	768,969			2,154	21,739	380,795	47,750	5,290	117,937			193,303
PASSES /USER FEES	575,605		-	80,497	65,646	221,825			140,775			66,862
DAILY /USER FEES	1,543,645			56,617	5,124	1,446,212			11,132			24,560
PROGRAM FEES	2,403,409			30,276	282,879	76,208		665	8,868	1,829,854	109,443	65,215
CONCESSION SALES	2,657			345			-		1,484			828
MERCHANDISE SALES	57,418					54,490			674			2,254
UTILITY RECOVERY	-											
CORP SPONSORS	4,423	4,623								(200)		
OTHER	(65,752)	8,813				(63,655)	-	(292)	(6,200)	248		(4,664)
TOTAL REVENUE	7,062,516	1,785,579	-	169,889	375,389	2,115,874	47,750	5,663	274,670	1,829,902	109,443	348,359
% of Budget	135%	103%	n/a	220%	287%	112%	103%	169%	170%	187%	218%	214%
EXPENDITURES												
FULL TIME SALARIES	1,533,348	348,726	3,553		88,339	622,550	6,849	1,360	316,840			145,130
PART TIME SALARIES	1,419,631	16,115	177	123,176	194,036	268,518	14,622	2,684	186,095	463,716	8,041	142,450
FRINGE BENEFITS	682,494	205,655			25,896	250,184	2,208		140,611			57,942
CONTRACTUAL SERVICES	489,266	78,263	150	6,287	4,734	66,457	-	9,949	33,813	213,190	46,248	30,176
COMMODITIES	589,076	30,740	1,046	28,792	26,550	207,509	531	11,344	41,363	209,646	629	30,927
CONCESSIONS	3,100						3,100					
MERCHANDISE	36,465					35,082			217			1,166
UTILITIES	540,515	16,307	7,414	51,639	55,083	82,998	7,066	23,560	229,814	-		66,632
SALES TAX/OTHER	5,272			4		4,868	27		140			233
TOTAL EXPENDITURES	5,299,167	695,806	12,340	209,898	394,639	1,538,165	34,402	48,897	948,894	886,552	54,917	474,656
% of Budget	93%	92%	150%	88%	83%	90%	96%	87%	89%	106%	139%	97%
REVENUE OVER(UNDER) EXP	1,763,350	1,089,773	(12,340)	(40,009)	(19,250)	577,709	13,348	(43,235)	(674,224)	943,350	54,526	(126,297)
ENDING FUND BALANCE	3,801,237	1,089,773	(12,340)	(40,009)	(19,250)	577,709	13,348	(43,235)	(674,224)	943,350	54,526	(126,297)
\$ CHANGE FROM 2020 + (-)												
REVENUE	2,120,423	320,497	-	169,772	211,331	218,965	1,400	(2,355)	26,990	913,928	79,229	180,665
EXPENDITURES	677,099	(165,161)	(6,548)	175,720	44,484	127,979	12,238	(14,639)	181,216	179,733	45,864	96,213
NET	1,443,324	485,658	6,548	(5,948)	166,847	90,986	(10,838)	12,283	(154,226)	734,195	33,365	84,453
% CHANGE FROM 2020												
REVENUE	43	22	n/a	n/a	129	12	3	(29)	11	100	262	108
EXPENDITURES	15	(19)	(35)	514	13	9	55	(23)	24	25	507	25



**MOUNT PROSPECT PARK DISTRICT
YTD SUMMARY - ALL FUNDS
For Twelve Months Ended 12/31/21**

ACCOUNT NAMES	2019 Actual	2020 Actual	2021 Actual	2021 Budget	% Change from 20	% Change from 19
BALANCE, Beginning - January 1	4,311,688	6,754,601	8,867,610	Operating +Capital		
REVENUES:						
PROPERTY TAXES	10,106,771	10,300,316	10,704,494	10,909,033	4%	6%
REPLACEMENT TAXES	188,014	161,582	283,659	170,000	76%	51%
RENTAL	676,036	518,142	872,094	558,767	68%	29%
PASSES /USER FEES	856,801	393,000	575,605	374,185	46%	-33%
DAILY /USER FEES	1,149,093	1,372,224	1,543,645	1,400,204	12%	34%
PROGRAM FEES	3,574,956	1,161,996	2,447,797	1,293,534	111%	-32%
CONCESSION SALES	175,163	53,362	64,353	63,834	21%	-63%
CORP SPONSORS & GRANTS	40,954	19,167	29,423	2,750	54%	-28%
OTHER	220,007	294,462	182,284	222,024	-38%	-17%
INTEREST	43,843	33,045	16,149	3,100	-51%	-63%
INT PROJ CHARGES	327,930	752,452	331,294	331,294	-56%	1%
BOND PROCEEDS - New Capital	1,346,932	1,844,553	1,312,934		n/a	-3%
BOND PROCEEDS - REFI Rate	3,060,000				n/a	n/a
BOND PROCEEDS - REFI Annual	1,230,847	1,662,472	1,842,741	1,824,311	11%	50%
TOTAL REVENUE	22,997,347	18,566,773	20,206,472	17,153,036	9%	-12%
EXPENDITURES:						
FULL TIME SALARIES	3,572,893	3,349,112	3,296,462	3,389,248	-2%	-8%
PART TIME SALARIES	2,519,085	1,294,341	1,616,226	1,841,569	25%	-36%
EMPLOYEE BENEFITS	1,406,656	1,469,472	1,373,799	1,623,876	-7%	-2%
CONTRACTUAL SERVICES	1,157,516	806,271	913,384	1,053,601	13%	-21%
COMMODITIES	998,889	616,951	810,546	919,392	31%	-19%
CONCESSIONS	94,788	40,659	42,341	51,358	4%	-55%
UTILITIES	809,021	678,420	771,279	884,488	14%	-5%
INSURANCE	455,242	450,327	366,961	562,625	-19%	-19%
NW SPECIAL REC	358,980	351,983	458,100	458,100	30%	28%
RETIREMENT	1,145,634	1,050,527	1,048,993	1,210,747	0%	-8%
SALES TAX	16,151	4,728	7,423	16,752	57%	-54%
DEBT SERVICE:						
BONDS - Short Term	3,108,405	3,167,525	3,240,597	3,240,597	2%	4%
BONDS - LONG TERM	1,231,646	1,648,040	1,824,311	1,824,311	11%	48%
BONDS - CALLED	3,060,000				n/a	-100%
CAPITAL PROJECTS:						
FROM BOND FUNDS - New Capital	109,416	28,500	41,479		n/a	-62%
FROM BOND FUNDS - Carryover	986,221	1,230,865	1,048,771	2,294,416	-15%	6%
ACCESSIBILITY - ADA	273,026	189,384	217,477	1,272,000	15%	-20%
GOV DEALS			3,655	130,000	n/a	
CONSERVATORY			25,076	48,549	n/a	
PAV & LIGHT FUND	28,277	37,861	43,380	191,150	15%	53%
TOTAL EXPENDITURE	21,331,846	16,414,966	17,150,260	21,012,779	4%	-20%
REVENUE OVER(UNDER)	1,665,501	2,151,807	3,056,212	(3,859,743)		
BALANCE, Ending	5,977,189	8,906,408	11,923,822			



**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 12 MONTHS ENDED 12-31-21**

100% 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
GENERAL FUND								
Administration	832,867	953,662	87%	828,067	101%	821,850	86%	0%
Maintenance	833,747	945,021	88%	850,975	98%	824,627	87%	-4%
Motor Pool	200,806	225,567	89%	262,051	77%	194,476	86%	-31%
Buildings	206,918	234,807	88%	212,647	97%	205,699	88%	1%
Studio at Melas	26,257	32,520	81%	23,490	112%	25,301	78%	4%
Total	2,100,595	2,391,577	88%	2,177,231	96%	2,070,507	87%	-6%
RECREATION FUND								
Administration	695,806	757,328	92%	860,967	81%	691,986	91%	-27%
Big Surf	12,340	8,200	150%	18,888	65%	12,610	154%	-97%
Meadows Pool	209,898	238,932	88%	34,178	614%	209,810	88%	10%
Recplex Pool	394,639	476,503	83%	350,155	113%	394,497	83%	-15%
Golf Course	1,538,165	1,711,076	90%	1,410,186	109%	1,528,874	89%	1%
Concessions	34,402	35,767	96%	22,164	155%	36,235	101%	-66%
Lions Center	48,897	56,318	87%	63,536	77%	52,529	93%	-70%
Recplex Center	948,894	1,068,362	89%	767,678	124%	962,926	90%	-6%
Rec Programs	886,552	836,039	106%	706,819	125%	878,691	105%	-50%
Central Programs	54,917	39,500	139%	9,053	n/a	54,982	139%	-59%
Central Road	474,656	490,284	97%	378,443	125%	483,749	99%	-22%
Total	5,299,166	5,718,309	93%	4,622,067	115%	5,317,113	93%	-25%



**MT. PROSPECT
GOLF CLUB**
2021 Budget vs. Actual

100% of Calendar Year

For the Year Ended December 30, 2021
with 2020 Actual Comparison

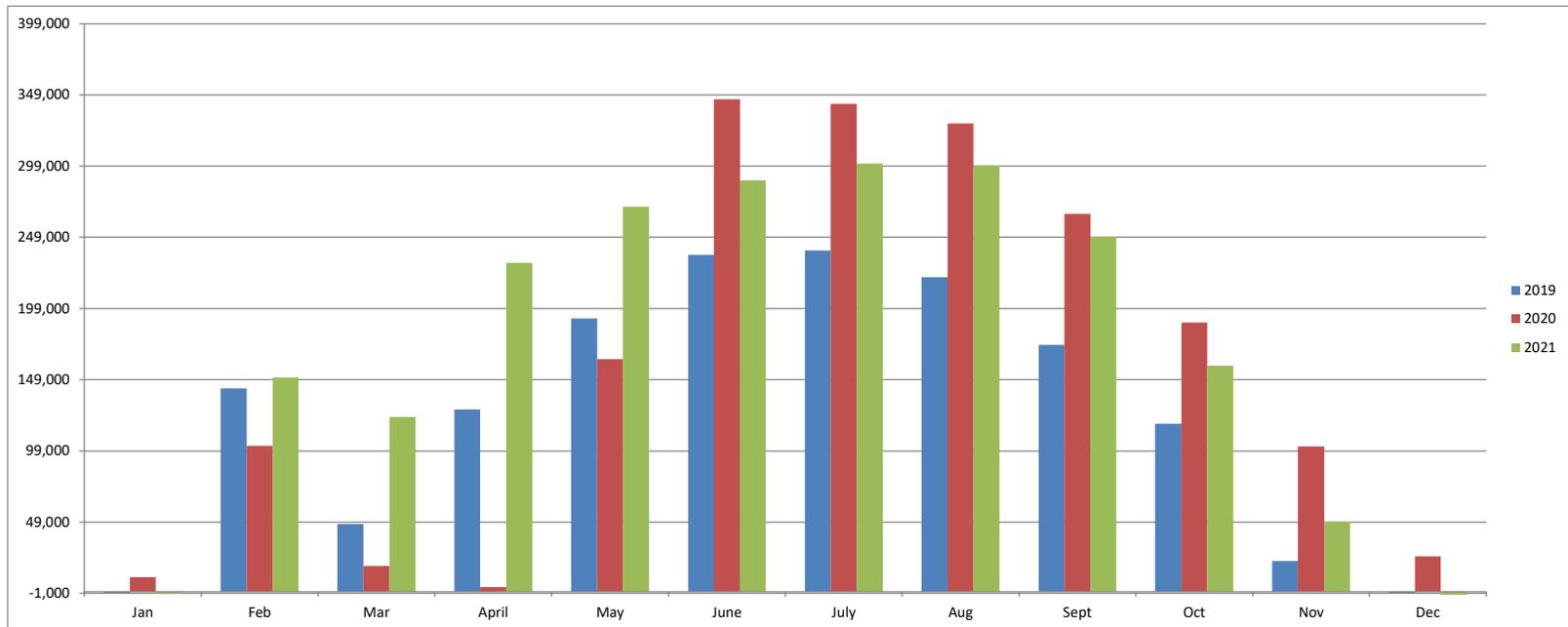
	Nine Months		October		November		December		Year to Date		Annual	% of
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
REVENUES:												
RENTALS	288,475	341,368	27,922	30,581	5,153	8,846	-	-	321,550	380,795	321,550	118%
PASSES /USER FEES	187,099	221,825	-	-	(2)	-	2	-	187,099	221,825	187,100	119%
DAILY /USER FEES	1,167,460	1,276,610	121,515	126,945	23,425	42,767	-	(110)	1,312,400	1,446,212	1,312,400	110%
PROGRAM FEES	65,798	72,520	2,446	2,872	255	816	-	-	68,499	76,208	68,500	111%
MERCHANDISE SALES	38,838	48,631	4,737	4,249	1,306	1,610	121	-	45,002	54,490	45,000	121%
OTHER	(33,221)	(48,840)	(3,549)	(5,761)	(3,099)	(4,899)	(2,131)	(4,155)	(42,000)	(63,655)	(42,000)	152%
TOTAL REVENUE	1,714,449	1,912,114	153,071	158,886	27,038	49,140	(2,008)	(4,265)	1,892,550	2,115,875	1,892,550	112%
2020 Actual		1,580,512		189,221		102,194		24,982		1,896,909		
EXPENDITURES:												
FULL TIME SALARIES	482,674	467,248	52,013	68,475	74,571	43,791	48,498	43,036	657,756	622,550	657,756	95%
PART TIME SALARIES	241,833	203,443	32,154	36,899	31,851	18,255	10,460	9,921	316,298	268,518	316,298	85%
FRINGE BENEFITS	252,776	208,389	22,488	20,565	25,854	18,989	856	2,241	301,974	250,184	301,975	83%
CONTRACTUAL SERVICES	73,978	45,976	9,366	9,320	10,737	5,886	5,683	5,275	99,764	66,457	99,765	67%
COMMODITIES	170,716	155,576	6,822	15,726	11,181	28,074	14,422	8,133	203,141	207,509	203,141	102%
MERCHANDISE	36,468	28,830	799	5,257	476	623	-	372	37,743	35,082	37,742	93%
UTILITIES	65,351	55,030	9,980	13,147	8,220	8,220	5,957	6,601	89,508	82,998	89,506	93%
SALES TAX/OTHER	3,655	2,994	577	1,350	516	380	143	144	4,891	4,868	4,892	100%
TOTAL EXPENDITURES	1,327,451	1,167,486	134,199	170,739	163,406	124,218	86,019	75,723	1,711,075	1,538,166	1,711,075	90%
2020 Actual		1,091,108		133,908		99,589		76,424		1,401,029		
REVENUE OVER(UNDER) EXP	386,998	744,628	18,872	(11,853)	(136,368)	(75,078)	(88,027)	(79,988)	181,475	577,709	181,475	



GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

2019			2020			2021			YTD		Annual Budget	
Month	YTD		Month	YTD		Month	YTD		Actual	Budget		
Jan	(836)	(836)	Jan	10,199	10,199	Jan	(1,249)	(1,249)	Revenue	2,115,874	1,892,550	
Feb	143,004	142,168	Feb	102,495	112,694	Feb	150,517	149,268	Expenditures			
Mar	47,682	189,850	Mar	18,228	130,922	Mar	122,791	272,059	Full Time	622,550	657,756	
April	128,132	317,982	April	3,275	134,197	April	230,970	503,029	Part Time	268,518	316,298	
May	192,137	510,119	May	163,346	297,544	May	270,595	773,624	Benefits	250,184	301,975	
June	236,659	746,778	June	345,900	643,444	June	288,911	1,062,535	Contractual	66,457	99,766	
July	239,787	986,565	July	342,668	986,112	July	300,838	1,363,373	Commodities	242,591	240,883	
Aug	221,117	1,207,682	Aug	328,846	1,314,958	Aug	299,164	1,662,537	Utilities	87,866	94,398	
Sept	173,427	1,381,109	Sept	265,554	1,580,512	Sept	249,577	1,912,114		1,538,166	1,711,076	
Oct	118,113	1,499,222	Oct	189,220	1,769,732	Oct	158,886	2,071,000	Net	577,708	181,474	
Nov	21,700	1,520,922	Nov	102,195	1,871,927	Nov	49,140	2,120,140				
Dec	(840)	1,520,082	Dec	24,982	1,896,909	Dec	(4,266)	2,115,874				
Budget		1,557,530			1,560,592			1,892,550				



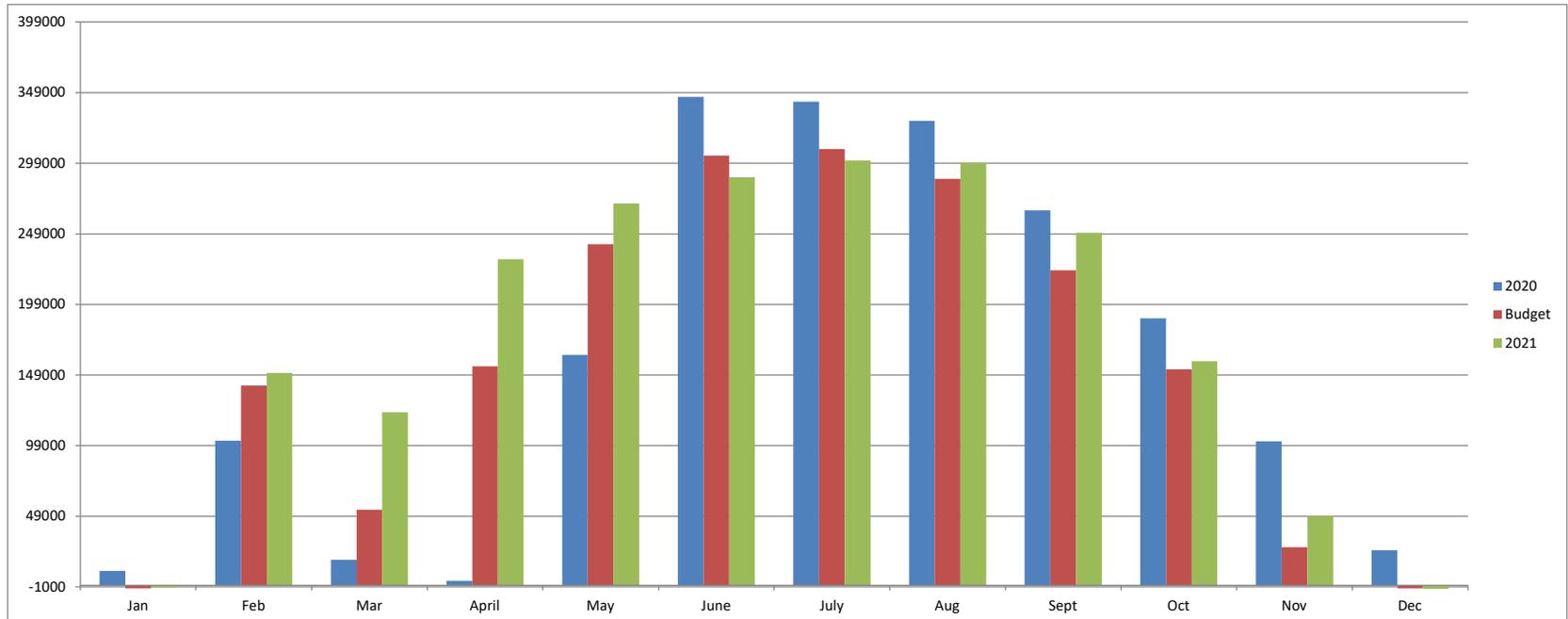
Mount Prospect Park District
 Golf Club Revenue History
 1991 - 2021

	<u>Annual Revenue</u>	<u>Annual Increase</u>	
1991	918,765		
1992	962,939	4.8%	
1993	1,052,931	9.3%	
1994	1,086,640	3.2%	
1995	1,022,903	-5.9%	
1996	1,086,078	6.2%	
1997	1,184,651	9.1%	
1998	1,258,495	6.2%	
1999	1,291,678	2.6%	
2000	1,442,402	11.7%	
2001	1,333,016	-7.6%	
2002	1,286,239	-3.5%	
2003	1,248,401	-2.9%	
2004	1,214,516	-2.7%	
2005	1,283,501	5.7%	
2006	1,344,432	4.7%	
2007	1,358,252	1.0%	
2008	1,360,657	0.2%	
2009	1,356,206	-0.3%	
2010	1,377,608	1.6%	
2011	1,264,707	-8.2%	
2012	1,457,616	15.3%	
2013	1,304,229	-10.5%	
2014	294,425	Construction	
2015	549,971	Construction	
2016	1,467,974	12.6%	From 2013
2017	1,503,141	2.4%	
2018	1,436,507	-4.4%	
2019	1,520,082	5.8%	
2020	1,896,909	24.8%	
2021	2,115,874	11.5%	

Mount 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	300,838	1,363,373
Aug	328,846	1,314,958	Aug	287,977	1,491,381	Aug	299,164	1,662,537
Sept	265,554	1,580,512	Sept	223,070	1,714,451	Sept	249,577	1,912,114
Oct	189,220	1,769,732	Oct	153,071	1,867,522	Oct	158,886	2,071,000
Nov	102,195	1,871,927	Nov	27,037	1,894,559	Nov	49,140	2,120,140
Dec	24,982	1,896,909	Dec	(2,009)	1,892,550	Dec	(4,266)	2,115,874
Budget	1,560,592			1,892,550			1,892,550	



Mount Prospect Park District
GOLF COURSE
 thru December

	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
RENTALS	264,340	278,197	319,072	380,795	19%	37%
PASSES /USER FEES	182,609	185,198	180,255	221,825	23%	20%
DAILY /USER FEES	872,547	931,464	1,342,796	1,446,212	8%	55%
PROGRAM FEES	78,901	84,503	55,646	76,208	37%	-10%
MERCHANDISE SALES	57,210	60,419	42,207	54,490	29%	-10%
CORPORATE SPONSORS	0	5	0	0	n/a	-100%
OTHER	(19,100)	(19,704)	(43,067)	(63,655)	48%	223%
TOTAL REVENUE	1,436,507	1,520,082	1,896,909	2,115,875	12%	39%
% of Budget	91%	98%	122%	112%		
EXPENDITURES:						
FULL TIME SALARIES	599,931	617,830	547,475	622,550	14%	1%
PART TIME SALARIES	316,337	300,934	251,182	268,518	7%	-11%
FRINGE BENEFITS	237,510	241,164	242,332	250,184	3%	4%
CONTRACTUAL SERVICES	80,045	95,862	86,926	66,457	-24%	-31%
COMMODITIES	189,212	196,957	164,279	207,509	26%	5%
MERCHANDISE	46,597	47,805	32,697	35,082	7%	-27%
UTILITIES	84,753	82,328	81,521	82,998	2%	1%
SALES TAX/OTHER	4,164	5,397	3,775	4,868	29%	-10%
TOTAL EXPENDITURES	1,558,549	1,588,277	1,410,187	1,538,166	9%	-3%
% of Budget	97%	94%	84%	90%		
REVENUE OVER(UNDER) EXP	(122,042)	(68,195)	486,722	577,709		
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		

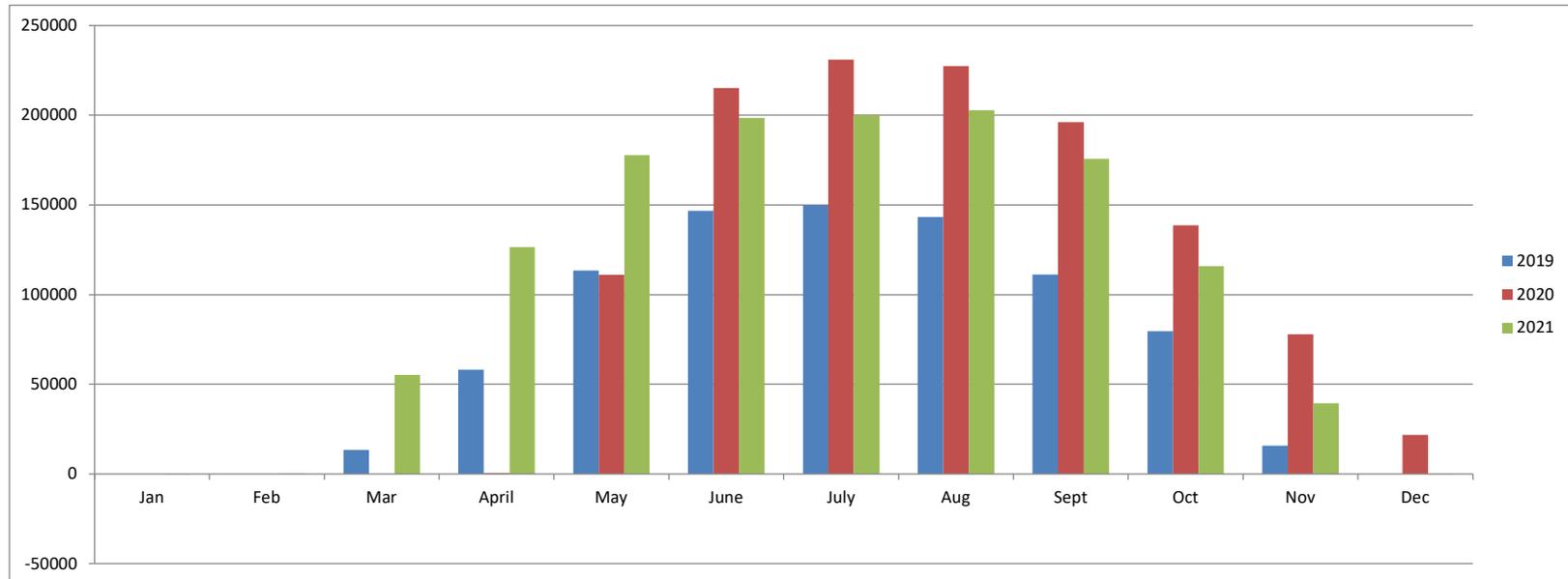
**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For Twelve Months Ended 12-31-2021**

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	380,795	380,795	-	-	-	-	-	-
PASSES /USER FEES	221,825	221,825	-	-	-	-	-	-
DAILY /USER FEES	1,446,212	1,303,755	-	-	142,457	-	-	-
PROGRAM FEES	76,208	1,035	-	-	-	64,276	10,897	-
MERCHANDISE SALES	54,490	-	-	54,490	-	-	-	-
OTHER	(63,655)	(63,655)	-	-	-	-	-	-
SPONSORSHIPS	-	-	-	-	-	-	-	-
TOTAL REVENUE	2,115,874	1,843,755	-	54,490	142,457	64,276	10,897	-
% of Budget	112%	110%	n/a	121%	130%	129%	63%	n/a
EXPENDITURES:								
FULL TIME SALARIES	622,550	359,416	178,240	-	-	34,288	-	50,606
PART TIME SALARIES	268,518	104,679	150,239	-	-	2,040	-	11,560
FRINGE BENEFITS	250,184	80,496	138,351	-	-	1,195	-	30,142
CONTRACTUAL SERVICES	66,457	38,074	10,102	-	-	8,080	-	10,201
COMMODITIES	207,509	10,834	158,839	1,247	6,613	2,664	15,351	11,962
MERCHANDISE	35,082	-	-	35,082	-	-	-	-
UTILITIES	82,998	22,201	30,588	-	-	-	-	30,209
SALES TAX	4,868	-	-	4,868	-	-	-	-
TOTAL EXPENDITURES	1,538,165	615,699	666,357	41,196	6,613	48,267	15,351	144,681
% of Budget	90%	95%	83%	95%	110%	102%	173%	90%
REVENUE OVER(UNDER) EXP	577,709	1,228,055	(666,357)	13,293	135,844	16,009	(4,454)	(144,681)
CHANGE FROM LAST YR + (-)								
REVENUE	218,965	159,183	-	12,283	26,858	16,701	3,941	-
EXPENDITURES	127,979	77,297	12,019	4,680	733	14,165	12,176	6,908
NET	90,986	81,886	(12,019)	7,603	26,125	2,536	(8,235)	(6,908)
% CHANGE FROM LAST YEAR								
REVENUE	12	9	n/a	29	23	35	n/a	n/a
EXPENDITURES	9	14	2	13	12	n/a	n/a	5

MT Prospect Park District Golf Course Green Fees

Revenue Recap by yr:

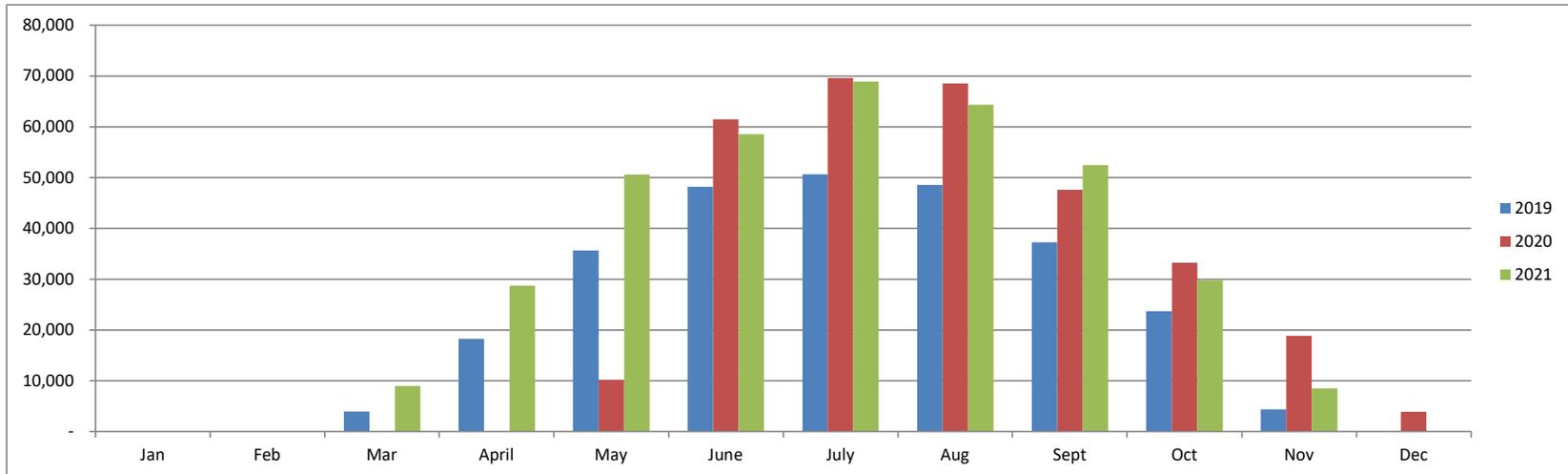
2019			2020			2021				
	Month	YTD		Month	YTD		Month	YTD		
Jan	-	-	Jan	-	-	Jan	(152)	(152)	19 Budget	841,500
Feb	-	-	Feb	-	-	Feb	9	(143)	20 Budget	847,875
Mar	13,472	13,472	Mar	-	-	Mar	55,256	55,114	21 Budget	1,195,000
April	58,151	71,623	April	531	531	April	126,468	181,582		
May	113,353	184,976	May	110,915	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	200,113	758,078		
Aug	143,281	624,806	Aug	227,357	785,151	Aug	202,866	960,944		
Sept	111,161	735,967	Sept	196,131	981,282	Sept	175,648	1,136,592		
Oct	79,570	815,537	Oct	138,602	1,119,885	Oct	115,903	1,252,495		
Nov	15,855	831,392	Nov	77,982	1,197,867	Nov	39,394	1,291,889		
Dec	-	831,392	Dec	21,840	1,219,707	Dec	(110)	1,291,779		



Mount Prospect Park District Golf Course Power Cart Rental

Revenue Recap by yr:

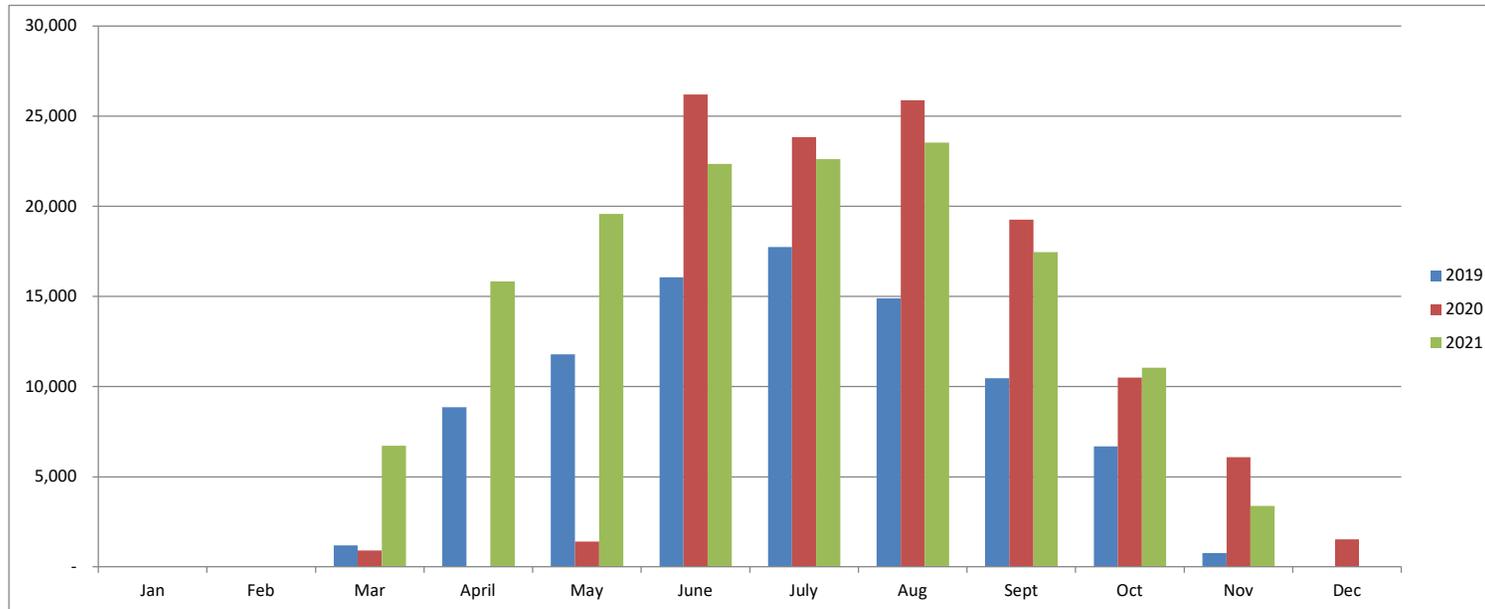
2019			2020			2021				
	Month	YTD		Month	YTD		Month	YTD		
Jan	0	0	Jan	0	0	Jan	0	0	19 Budget	279,125
Feb	0	0	Feb	0	0	Feb	0	0	20 Budget	282,313
Mar	3,984	3,984	Mar	-	-	Mar	8,982	8,982	21 Budget	315,000
April	18,257	22,241	April	-	-	April	28,707	37,689		
May	35,640	57,881	May	10,207	10,207	May	50,604	88,293		
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	68,881	215,728		
Aug	48,602	205,354	Aug	68,525	209,787	Aug	64,359	280,087		
Sept	37,234	242,588	Sept	47,597	257,384	Sept	52,469	332,556		
Oct	23,685	266,273	Oct	33,278	290,661	Oct	29,771	362,327		
Nov	4,382	270,655	Nov	18,880	309,541	Nov	8,482	370,809		
Dec	-	270,655	Dec	3,906	313,447	Dec	-	370,809		



Mount Prospect Park District Golf Course Driving Range Revenue

Revenue Recap by yr:

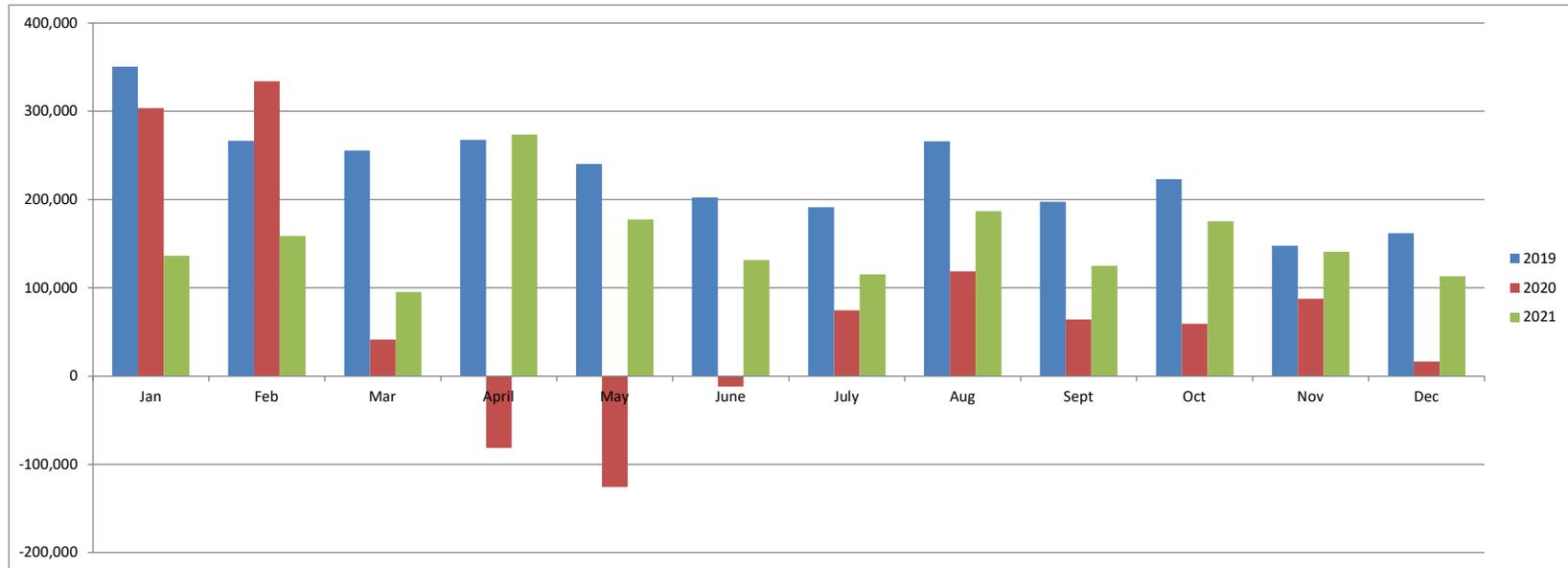
	2019		2020		2021		19 Budget	20 Budget	21 Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	-	-	Jan	-	Jan	-	92,500		
Feb	-	-	Feb	-	Feb	-	93,000		
Mar	1,190	1,190	Mar	920	Mar	6,712	110,000		
April	8,852	10,042	April	-	April	15,821			
May	11,780	21,822	May	1,409	May	19,574			
June	16,060	37,882	June	26,200	June	22,338			
July	17,741	55,623	July	23,825	July	22,610			
Aug	14,902	70,525	Aug	25,874	Aug	23,526			
Sept	10,456	80,981	Sept	19,250	Sept	17,460			
Oct	6,674	87,655	Oct	10,495	Oct	11,042			
Nov	771	88,426	Nov	6,090	Nov	3,373			
Dec	-	88,426	Dec	1,536	Dec	-			



MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

2019			2020			2021			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			
Mar	255,628	872,821	Mar	41,350	678,988	Mar	95,172	390,229			
April	267,503	1,140,324	April	(81,438)	597,550	April	273,709	663,938			
May	240,415	1,380,739	May	(125,348)	472,202	May	177,481	841,419			
June	202,179	1,582,918	June	(12,029)	460,173	June	131,487	972,906			
July	191,248	1,774,166	July	74,654	534,827	July	115,293	1,088,199			
Aug	265,897	2,040,063	Aug	118,637	653,464	Aug	186,881	1,275,080			
Sept	197,468	2,237,531	Sept	64,137	717,601	Sept	125,032	1,400,112			
Oct	222,972	2,460,503	Oct	59,224	776,825	Oct	175,554	1,575,666			
Nov	147,708	2,608,211	Nov	87,528	864,353	Nov	140,957	1,716,623			
Dec	161,945	2,770,156	Dec	16,570	880,923	Dec	113,279	1,829,902			
Budget			2,821,232			2,655,957			977,635		
									Revenue	<u>1,829,902</u>	<u>977,635</u>
									Expenditures		
									Part Time	463,716	450,541
									Contractual	213,190	195,567
									Commodities	<u>209,646</u>	<u>189,931</u>
									Net	<u>943,350</u>	<u>141,596</u>



MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For Twelve Months Ended 12-31-21

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	1,830,012	588,241	41,700	561,197	91,641	19,270	362,714	165,249
CHILD CARE	(158)	(158)						
DONATIONS	48					(200)		247.5
TOTAL REVENUE	<u>1,829,902</u>	<u>588,083</u>	<u>41,700</u>	<u>561,197</u>	<u>91,641</u>	<u>19,070</u>	<u>362,714</u>	<u>165,497</u>
% of Budget	187%	232%	181%	255%	115%	293%	164%	96%
EXPENDITURES:								
PART TIME SALARIES	463,716	168,058	12,045	42,227	64,541	805	169,646	6,396
CONTRACTUAL SERVICES	213,190	9,099	23,328	158,592		8,326	-	13,845
COMMODITIES	209,646	9,040	11,093	70,104	5,021	7,380	21,967	85,042
UTILITIES	-							
TOTAL EXPENDITURES	<u>886,552</u>	<u>186,196</u>	<u>46,466</u>	<u>270,923</u>	<u>69,561</u>	<u>16,510</u>	<u>191,612</u>	<u>105,283</u>
% of Budget	106%	86%	151%	150%	106%	97%	92%	89%
REVENUE OVER(UNDER) EXP	<u>943,350</u>	<u>401,886</u>	<u>(4,766)</u>	<u>290,274</u>	<u>22,080</u>	<u>2,560</u>	<u>171,102</u>	<u>60,214</u>
\$ CHANGE FROM 2020 + (-)								
REVENUE	913,928	317,457	20,242	365,513	13,994	12,694	164,758	19,272
EXPENDITURES	179,733	11,128	24,143	90,306	8,016	5,718	36,133	4,289
NET	<u>734,195</u>	<u>306,328</u>	<u>(3,901)</u>	<u>275,207</u>	<u>5,978</u>	<u>6,976</u>	<u>128,625</u>	<u>14,983</u>
% CHANGE FROM 2020								
REVENUE	100	117	94	187	18	199	83	13
EXPENDITURES	25	6	108	50	13	53	23	4

MOUNT PROSPECT PARK DISTRICT CHILD CARE PROGRAMS REVENUE

as of 1/10/22

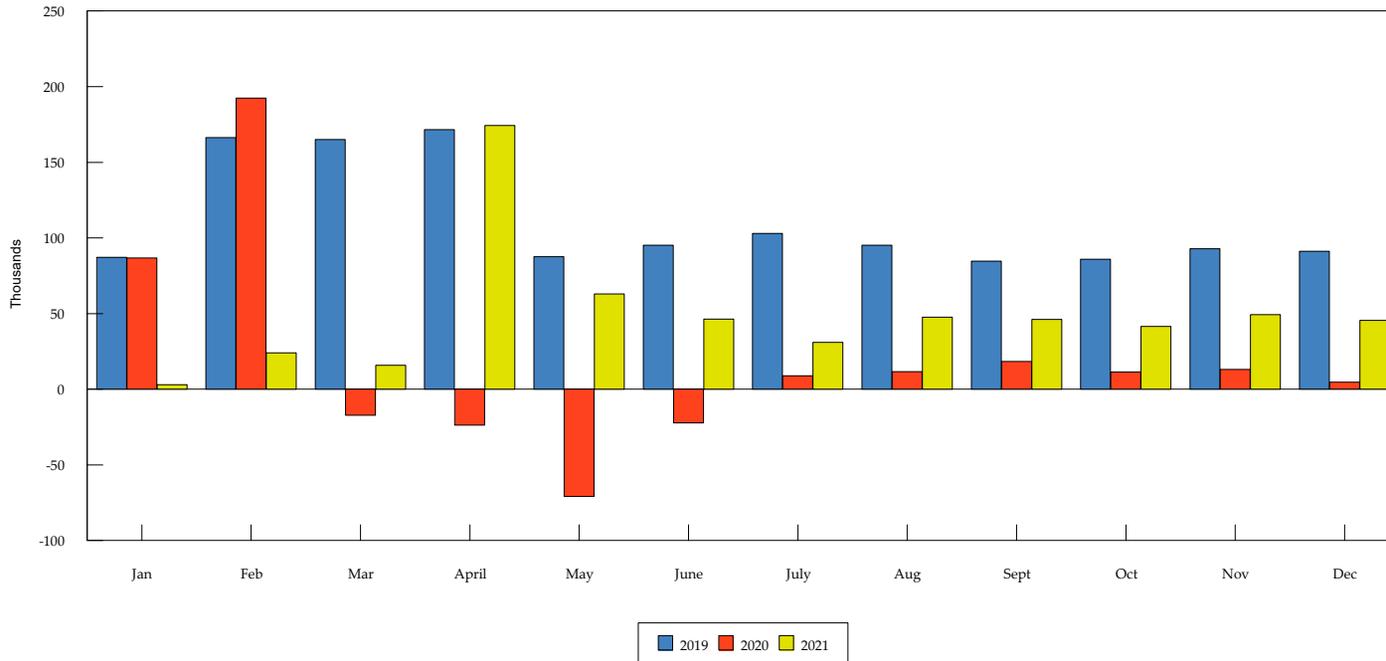
as of December 31, 2021

100.0% of Fiscal Year

Revenue Recap by yr:

2019			2020			2021 (refunds)		
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>
Jan 19	87,296	87,296	Jan 20	86,848	86,848	Jan 21	3,044	3,044
Feb 19	166,421	253,717	Feb 20	192,334	279,182	Feb 21	24,063	27,107
Mar 19	165,109	418,826	Mar 20	(17,152)	262,030	Mar 21	15,941	43,048
Apr 19	171,621	590,447	Apr 20	(23,614)	238,416	Apr 21	174,367	217,415
May 19	87,640	678,087	May 20	(70,952)	167,464	May 21	63,011	280,426
June 19	95,288	773,375	June 20	(22,238)	145,226	June 21	46,304	326,730
July 19	102,921	876,296	July 20	8,878	154,104	July 21	31,090	357,820
Aug 19	95,250	971,546	Aug 20	11,619	165,723	Aug 21	47,673	405,493
Sept 19	84,656	1,056,202	Sept 20	18,335	184,058	Sept 21	46,116	451,609
Oct 19	85,924	1,142,126	Oct 20	11,462	195,520	Oct 21	41,490	493,099
Nov 19	92,976	1,235,102	Nov 20	13,058	208,578	Nov 21	49,387	542,485
Dec 19	91,187	1,326,289	Dec 20	4,786	213,364	Dec 21	45,598	588,083
	Budget	1,327,791		Budget	1,319,503		Budget	253,780

Closed March 20, 2020 Covid19



This Year Vs Last Two Years

**MOUNT PROSPECT PARK DISTRICT
CHILD CARE PROGRAMS**
For the Year Ended December 31, 2021

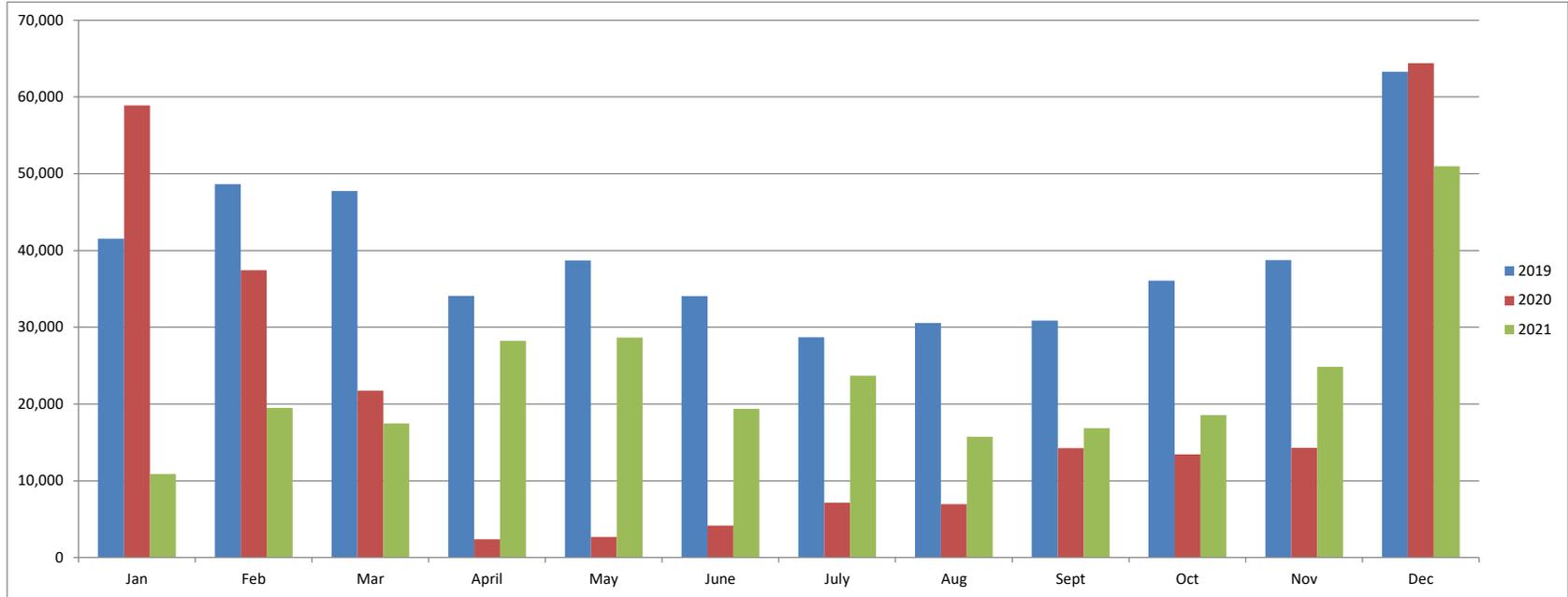
100% of Fiscal Year

ACCOUNT NAMES	Year.		2021 Budget	2021		% of Budget	% of 2019
	2019	2020		December	Year		
REVENUES:							
Kids Klub	514,063	134,505	135,000	27,565	161,823	120%	31%
Day Camp	511,191	35,480	35,000	4,345	312,960	894%	61%
Preschool	301,035	43,379	83,780	13,688	113,300	135%	38%
Total	1,326,289	213,365	253,780	45,598	588,083	232%	44%
EXPENDITURES:							
Part Time Salaries	518,944	157,438	183,000	14,613	168,058	92%	32%
Contractual Services	74,676	16,040	22,000	1,500	9,099	41%	12%
Commodities	47,616	5,077	11,500	374	9,040	79%	19%
Total	641,236	178,555	216,500	16,487	186,196	86%	29%
SURPLUS (DEFICIT)	685,053	34,809	37,280	29,111	401,886		



Revenue Recap by yr:

2019			2020			2021					
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	YTD Actual	Annual Budget	
Jan	41,556	41,556	Jan	58,917	58,917	Jan	10,891	10,891			
Feb	48,671	90,227	Feb	37,397	96,314	Feb	19,470	30,361	Revenue	274,670	161,356
Mar	47,734	137,961	Mar	21,739	118,053	Mar	17,464	47,825	Expenditures		
Apr	34,070	172,031	Apr	2,349	120,401	Apr	28,230	76,055	Full Time	316,840	346,517
May	38,716	210,747	May	2,672	123,073	May	28,642	104,697	Part Time	186,095	227,735
June	34,059	244,806	June	4,150	127,223	June	19,365	124,062	Benefits	140,611	169,425
July	28,698	273,504	July	7,154	134,377	July	23,686	147,748	Contractual	41,721	38,229
Aug	30,568	304,072	Aug	6,930	141,307	Aug	15,720	163,468	Commodities	33,813	58,102
Sept	30,855	334,927	Sept	14,252	155,560	Sept	16,839	180,307	Utilities	229,814	228,354
Oct	36,050	370,977	Oct	13,441	169,001	Oct	18,561	198,868		948,894	1,068,362
Nov	38,747	409,724	Nov	14,256	183,257	Nov	24,819	223,687	Net	(674,224)	(907,006)
Dec	63,301	473,026	Dec	64,423	247,680	Dec	50,983	274,670			
Budget		455,032			467,240			161,356			





REVENUE REPORT
December 2021

	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	31,027	30,767	117,937	55,554	62,384	112%
Total	31,027	30,767	117,937	55,554	62,384	112%
PASS SALES						
All Facility	1,305	14,818	13,926	72,706	(58,780)	-81%
Gym & Track	(40)	4,085	(401)	14,530	(14,931)	-103%
Fitness	15,060	15,524	127,250	86,376	40,874	47%
Total	16,325	34,427	140,775	173,612	(32,837)	-19%
DAILY FEES						
All Facility	-	37	30	171	(141)	-82%
Gym & Track	2,169	-	5,930	10,531	(4,601)	-44%
Fitness	655	307	4,328	2,618	1,710	65%
Racquetball	180	-	844	1,769	(925)	-52%
Playport	-	-	0	0	-	0%
Total	3,004	344	11,132	15,090	(3,958)	-26%
PROGRAM FEES						
Special Programs	461	-	8,868	2,126	6,742	317%
Total	461	-	8,868	2,126	6,742	317%
CONCESSIONS						
Merchandise	39	59	674	1,918	(1,244)	-65%
Vending	530	126	1,484	3,786	(2,301)	-61%
Total	569	185	2,158	5,704	(3,545)	-62%
OTHER						
Visa Charges / OvSt	(404)	(282)	(6,200)	(4,405)	(1,795)	41%
TOTAL	50,983	65,441	274,670	247,680	26,990	11%

RecPlex

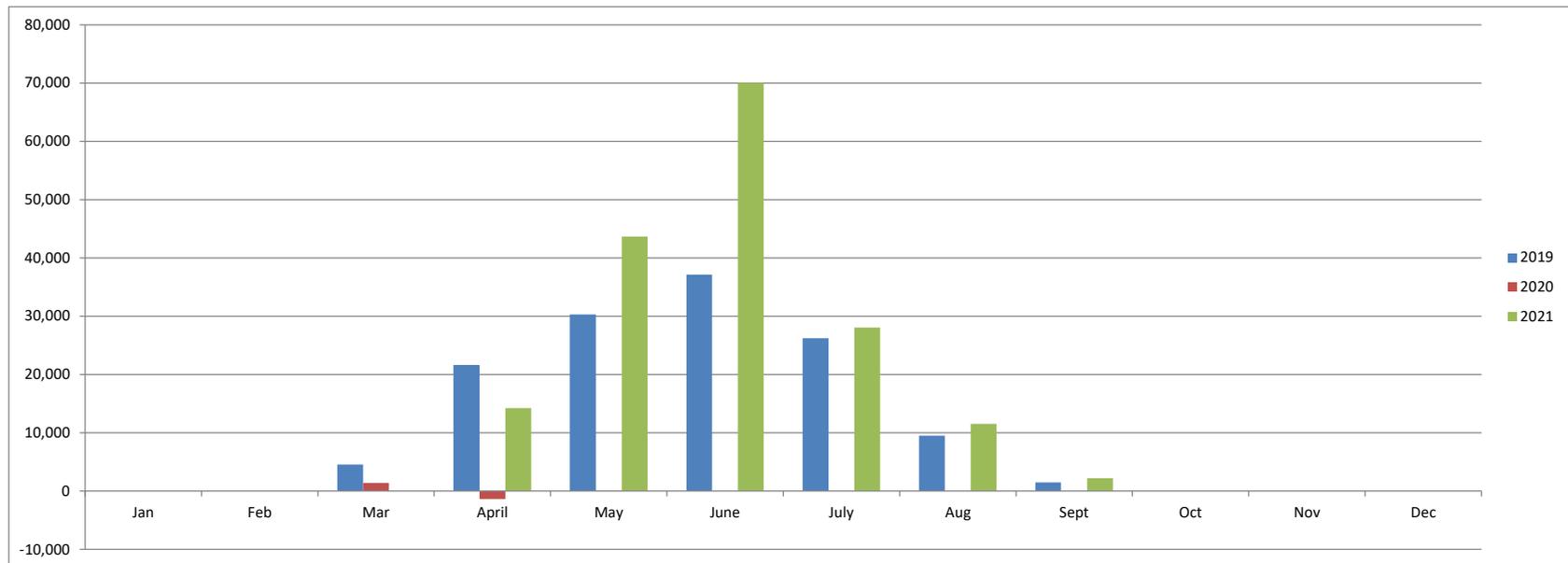
thru December

	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
RENTALS	70,644	79,949	55,554	117,937	112%	48%
PASSES /USER FEES	340,707	359,193	173,612	140,775	-19%	-61%
DAILY /USER FEES	61,345	55,678	15,090	11,132	-26%	-80%
PROGRAM FEES	13,125	4,845	2,126	8,868	317%	83%
MERCHANDISE & VENDING	15,176	15,971	5,704	2,158	-62%	-86%
OTHER/visa	(41,169)	(42,610)	(4,405)	(6,200)	41%	-85%
TOTAL REVENUE	459,828	473,026	247,680	274,670	11%	-42%
% of Budget	93%	104%	53%	170%		
EXPENDITURES:						
FULL TIME SALARIES	245,288	291,573	231,317	316,840	37%	9%
PART TIME SALARIES	273,163	293,893	151,910	186,095	23%	-37%
FRINGE BENEFITS	73,572	122,101	102,563	140,611	37%	15%
CONTRACTUAL SERVICES	84,755	54,247	34,847	33,813	-3%	-38%
COMMODITIES	47,494	60,437	48,358	41,363	-14%	-32%
MERCHANDISE	2,905	2,944	1,278	217	-83%	-93%
UTILITIES	235,676	249,456	197,405	229,954	16%	-8%
TOTAL EXPENDITURES	962,853	1,074,651	767,678	948,893	24%	-12%
% of Budget	90%	96%	68%	89%		
REVENUE OVER(UNDER) EXP	(503,025)	(601,625)	(519,998)	(674,223)		
BUDGET REVENUE	496,111	455,032	467,240	161,356		
BUDGET EXPENSE	1,074,190	1,120,314	1,136,761	1,068,362		



Revenue Recap by yr:

2019			2020			2021			YTD	Annual	
Month	YTD		Month	YTD		Month	YTD		Actual	Budget	
Jan	-	-	Jan	-	-	Jan	-	-	Revenue	169,889	77,300
Feb	-	-	Feb	-	-	Feb	-	-	Expenditures		
Mar	4,562	4,562	Mar	1,365	1,365	Mar	-	-	Part Time	123,176	149,677
April	21,637	26,199	April	(1,365)	-	April	14,283	14,283	Utilities	51,639	50,740
May	30,338	56,537	May	118	118	May	43,683	57,966	Commodities	35,083	38,515
June	37,177	93,714	June	-	118	June	70,056	128,022		209,898	238,932
July	26,240	119,954	July	-	118	July	28,070	156,092	Net	(40,009)	(161,632)
Aug	9,484	129,438	Aug	-	118	Aug	11,538	167,630			
Sept	1,518	130,956	Sept	-	118	Sept	2,214	169,844			
Oct	-	130,956	Oct	350	468	Oct	45	169,889			
Nov	-	130,956	Nov	-	468	Nov	-	169,889			
Dec	-	130,956	Dec	-	468	Dec	-	169,889			
Budget		165,280			145,184			77,300			





thru December

	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
BUILDING RENTAL	3,003	2,389		2,154	n/a	-10%
PASSES /USER FEES	54,488	54,656	118	80,497	n/a	47%
DAILY /USER FEES	43,182	33,668		56,617	n/a	68%
PROGRAM FEES	47,682	40,593		30,276	n/a	-25%
CONCESSION SALES				345	n/a	n/a
MERCHANDISE SALES						
TOTAL REVENUE	148,355	131,306	118	169,889	n/a	29%
% of Budget	85%	79%	0%	220%		
EXPENDITURES:						
FULL TIME SALARIES						
PART TIME SALARIES	103,492	104,051	-	123,176	n/a	18%
FRINGE BENEFITS					n/a	n/a
CONTRACTUAL SERVICES	7,106	8,061	7,027	6,287	-11%	-22%
COMMODITIES	18,536	26,279	3,153	28,792	813%	10%
UTILITIES	42,549	43,811	23,999	51,639	115%	18%
SALES TAX/OTHER				4		
TOTAL EXPENDITURES	171,683	182,202	34,179	209,898	514%	15%
% of Budget	86%	82%	16%	88%		
REVENUE OVER(UNDER) EXP	(23,328)	(50,896)	(34,061)	(40,009)		
BUDGET REVENUE	174,127	165,280	145,184	77,300		
BUDGET EXPENSE	200,241	220,891	216,330	238,932		

Mount Prospect Park District
REC PLEX POOL
 thru December

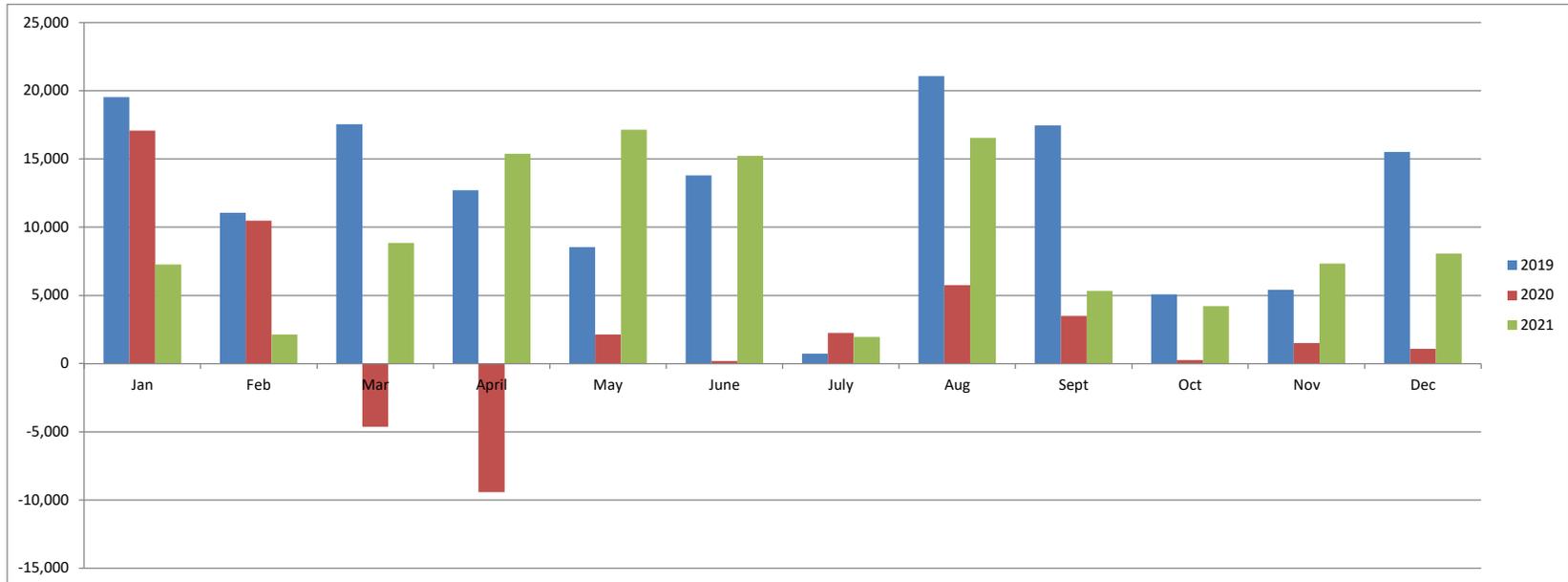
	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
BUILDING RENTAL	483	12,876	135	21,739	16003%	69%
PASSES /USER FEES	91,873	102,433	30,506	65,646	115%	-36%
DAILY /USER FEES	9,069	9,177	3,045	5,124	68%	-44%
PROGRAM FEES	357,261	356,771	130,371	282,879	117%	-21%
CONCESSION SALES						
MERCHANDISE SALES						
TOTAL REVENUE	458,686	481,257	164,057	375,389	129%	-22%
% of Budget	97%	100%	35%	287%		
EXPENDITURES:						
FULL TIME SALARIES	125,114	116,914	104,889	88,339	-16%	-24%
PART TIME SALARIES	266,688	263,154	150,775	194,036	29%	-26%
FRINGE BENEFITS	50,349	22,915	19,993	25,896	30%	13%
CONTRACTUAL SERVICES	7,701	7,256	4,259	4,734	11%	-35%
COMMODITIES	35,346	28,443	23,194	26,550	14%	-7%
UTILITIES	61,302	64,263	47,045	55,083	17%	-14%
SALES TAX/OTHER						
TOTAL EXPENDITURES	546,500	502,945	350,155	394,639	13%	-22%
% of Budget	102%	90%	62%	83%		
REVENUE OVER(UNDER) EXP	(87,814)	(21,688)	(186,098)	(19,250)		
BUDGET REVENUE	472,887	481,418	472,791	131,000		
BUDGET EXPENSE	537,112	559,121	561,842	476,503		



PROGRAM REVENUE

Revenue Recap by yr:

2019			2020			2021									
	Month	YTD		Month	YTD		Month	YTD	YTD Actual	Annual Budget					
Jan	19,528	19,528	Jan	17,094	17,094	Jan	7,255	7,255	Revenue	109,443					
Feb	11,052	30,580	Feb	10,480	27,574	Feb	2,130	9,385			Expenditures	50,250			
Mar	17,559	48,139	Mar	(4,617)	22,957	Mar	8,853	18,238					Part Time	8,041	13,000
April	12,712	60,851	April	(9,424)	13,533	April	15,397	33,635					Contractual	46,248	25,000
May	8,530	69,381	May	2,145	15,677	May	17,148	50,783					Commodities	629	1,500
June	13,803	83,184	June	202	15,879	June	15,223	66,006						54,918	39,500
July	719	83,903	July	2,247	18,126	July	1,956	67,962					Net	54,525	10,750
Aug	21,079	104,982	Aug	5,751	23,877	Aug	16,544	84,506							
Sept	17,460	122,442	Sept	3,482	27,359	Sept	5,330	89,836							
Oct	5,062	127,504	Oct	259	27,618	Oct	4,210	94,046							
Nov	5,420	132,924	Nov	1,508	29,126	Nov	7,328	101,374							
Dec	15,521	148,445	Dec	1,088	30,214	Dec	8,069	109,443							
Budget		140,800			137,168			50,250							





PROGRAMS Department by Function
Month Ended 12-31-21

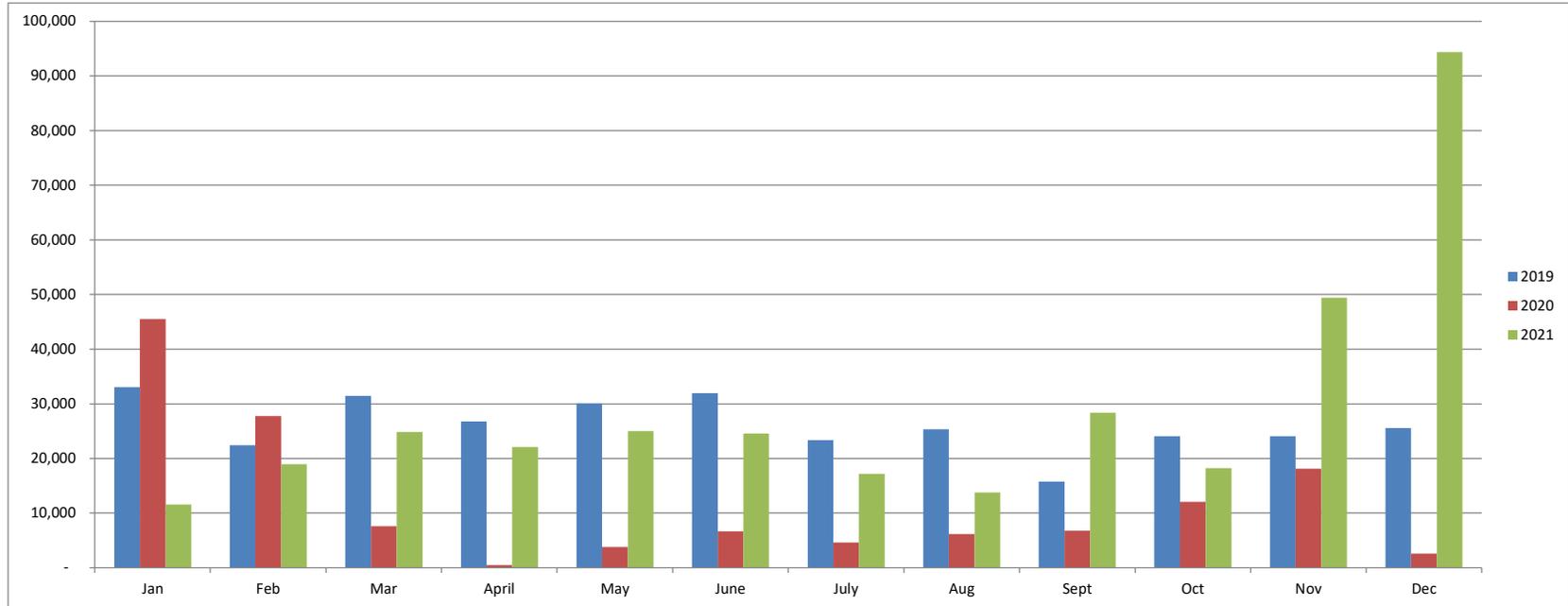
ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	ATHLETICS YOUTH
REVENUES:			
PROGRAM FEES	109,443	27,228	82,215
CHILD CARE	-		
DONATIONS	-		
TOTAL REVENUE	109,443	27,228	82,215
% of Budget	218%	134%	274%
 EXPENDITURES:			
PART TIME SALARIES	8,041	8,041	
CONTRACTUAL SERVICES	46,248		46,248
COMMODITIES	629	629	
TOTAL EXPENDITURES	54,917	8,669	46,248
% of Budget	139%	60%	185%
REVENUE OVER(UNDER) EXP	54,526	18,559	35,968
CHANGE FROM LAST YR + (-)			
REVENUE	79,229	24,741	54,488
EXPENDITURES	45,864	(383)	46,247
NET	33,365	25,124	8,241
% CHANGE FROM LAST YEAR			
REVENUE	262	995	197
EXPENDITURES	507	(4)	n/a



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	11,539	11,539
Feb	22,434	55,451	Feb	27,766	73,240	Feb	18,945	30,484
Mar	31,440	86,891	Mar	7,558	80,798	Mar	24,874	55,358
April	26,752	113,643	April	538	81,336	April	22,071	77,429
May	30,084	143,727	May	3,762	85,098	May	25,010	102,438
June	31,968	175,695	June	6,666	91,764	June	24,551	126,989
July	23,356	199,051	July	4,625	96,389	July	17,209	144,198
Aug	25,349	224,400	Aug	6,159	102,548	Aug	13,779	157,978
Sept	15,760	240,160	Sept	6,797	109,345	Sept	28,365	186,343
Oct	24,039	264,199	Oct	12,058	121,403	Oct	18,211	204,553
Nov	24,061	288,260	Nov	18,123	139,526	Nov	49,431	253,985
Dec	25,538	313,798	Dec	2,551	142,077	Dec	94,374	348,359
Budget		338,325			335,137			162,957

	YTD Actual	Annual Budget
Revenue	348,359	162,957
Expenditures		
Full Time	145,130	150,825
Part Time	142,450	118,097
Benefits	57,942	69,755
Contractual	31,575	26,322
Commodities	30,927	37,413
Utilities	66,632	87,872
Net	(126,297)	(327,327)





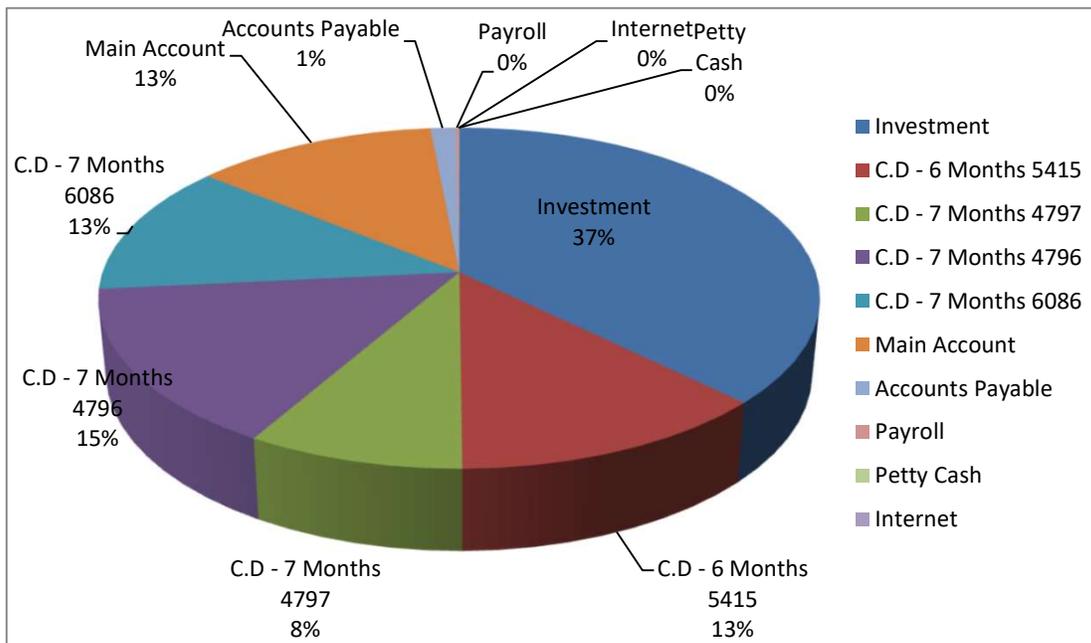
REVENUE REPORT December 2021

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental		-		895	(895)	-100%
Building Rental	61,035	13,810	193,303	85,506	107,797	126%
	61,035	13,810	193,303	86,401	106,902	124%
PASS SALES						
Fitness	7,907	8,474	66,862	46,342	20,520	44%
	7,907	8,474	66,862	46,342	20,520	44%
DAILY FEES						
Gym Fees	2,328	-	11,516	6,928	4,588	66%
Fitness Center	10,870	6,512	11,930	7,183	4,747	66%
Inline Rink Fees	80	-	1,114	2,327	(1,213)	-52%
	13,278	6,512	24,560	16,438	8,122	49%
PROGRAM FEES						
Youth Athletic Camps	-	-	3,800	-	3,800	0%
Youth Athletic Prog.	-	-	300	2,467	(2,167)	-88%
Youth Leagues	10,020		26,200	7,788	18,412	n/a
Special Programs	1,962	(439)	34,915	9,186	25,730	280%
	11,982	(439)	65,215	19,440	45,775	235%
CONCESSIONS						
Merchandise	294	-	2,254	1,285	969	75%
Vending	181	22	828	1,059	(231)	-22%
	475	22	3,082	2,344	738	31%
OTHER						
Visa Charges / OvShrt	(304)	(212)	(4,664)	(3,272)	(1,391)	43%
TOTAL	94,374	28,167	348,359	167,693	180,665	108%

Mt. Prospect Park District
Statement of Account Balances
 As of December 31, 2021

Mt. Prospect State Bank

Accounts	Maturity	Amount	Rate	Term
Investment	n/a	4,502,495	0.01%	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	2/12/2022	1,820,162	0.25%	7 Months
C.D - 7 Months 6086	5/13/2022	1,503,559	0.25%	7 Months
Main Account	n/a	1,519,602	0.01%	Demand
Accounts Payable	n/a	155,229	n/a	
Payroll	n/a	21,496	n/a	
Petty Cash	n/a	3,150	n/a	
Internet		-		
Total Funds		12,056,721		



**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
12/31/2021**

<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 December 31, 2021 totals:
\$10,988,153 (of this total \$283,659 is Replacement Tax).

	Type	2021 Taxes	2020 Taxes
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	44,081	24,113
July			1,244,288
August	R	5,604	17,819
August			2,652,629
September		2,063,896	103,596
October	R	73,446	22,589
October		2,902,537	701,172
November		56,699	2,296
December			17,662
December	R	15,241	5,846
TOTAL		10,988,153	10,461,897

**MOUNT PROSPECT PARK DISTRICT
SUMMARY - ALL OPERATING FUNDS
2022 Budget**

ACCOUNT NAMES	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	% Change From 2020
BALANCE, Beginning	4,423,040	4,682,169	6,450,347	7,357,555	
REVENUES:					
TAXES	10,600,900	10,822,978	11,079,033	11,473,126	6.0%
INTEREST	1,160	11,265	3,100	2,289	-79.7%
RENTAL	794,818	755,769	558,767	710,324	-6.0%
PASSES /USER FEES	836,998	870,964	374,185	575,480	-33.9%
DAILY /USER FEES	1,160,715	1,166,652	1,400,205	1,383,632	18.6%
PROGRAM FEES	3,701,504	3,475,121	1,293,533	2,671,574	-23.1%
CONCESSION SALES	217,947	185,166	63,834	65,212	-64.8%
CORP SPONSORS & GRANTS	27,500	22,250	2,750	10,500	-52.8%
OTHER	86,933	131,692	222,024	82,798	-37.1%
INT PROJ CHARGES	327,930	331,294	331,294	310,000	-6.4%
BOND PROCEEDS	1,231,646	1,708,040	1,824,311	1,342,213	-21.4%
TOTAL REVENUE	18,988,051	19,481,191	17,153,036	18,627,148	-4.4%
EXPENDITURES:					
FULL TIME SALARIES	3,743,202	3,770,986	3,389,248	3,959,486	5.0%
PART TIME SALARIES	2,733,757	2,833,335	1,841,569	2,328,951	-17.8%
EMPLOYEE BENEFITS	3,036,539	2,877,247	2,834,623	2,966,560	3.1%
CONTRACTUAL SERVICES	1,717,672	1,720,321	1,511,701	1,540,231	-10.5%
COMMODITIES	1,255,534	1,239,170	970,750	1,157,721	-6.6%
UTILITIES	911,976	907,243	884,488	915,417	0.9%
INSURANCE	425,610	475,660	562,625	612,000	28.7%
SALES TAX	16,298	21,260	16,752	13,752	-35.3%
DEBT SERVICE:					
BONDS - Short Term	3,108,405	3,167,525	3,240,597	3,285,966	3.7%
BONDS - Long Term	1,231,646	1,708,040	1,824,311	1,497,323	-12.3%
OPER CAPITAL PROJ:					
ACCESSIBILITY - ADA	1,215,000	872,114	1,272,000	1,272,000	45.9%
PAV & LIGHT FUND	126,873	177,718	239,699	197,850	11.3%
NON BOND CAPITALS		170,400	130,000	60,000	n/a
TOTAL EXPENDITURE	19,522,512	19,941,019	18,718,363	19,807,257	-6.1%
REVENUE OVER (UNDER)	(534,461)	(459,828)	(1,565,327)	(1,180,109)	
Est. BALANCE, Ending	3,888,579	4,222,341	4,885,020	6,177,446	
FUND BALANCE - CARRYOVER PROJECTS					
ADA Projects & Carryover Funds	(956,911)	(780,254)	(1,933,172)	(1,070,109)	
Paving & Lighting Proj.'s Carryover	(38,000)	(90,000)	(103,600)	(100,000)	
Retirement IMRF		170,221	(34,749)	(10,000)	
Debt Service Carryover Funds	147,702	146,834	152,030	0	
Other Funds Reserves Buildup	312,748	93,371	354,164	0	
	(534,461)	(459,828)	(1,565,327)	(1,180,109)	
A W/O refinancing Long Term Bonds	18,290,866	18,232,979	16,894,052	18,309,934	0.4%



**MOUNT PROSPECT PARK DISTRICT
SUMMARY - ALL OPERATING FUNDS
2022 PROPOSED BUDGET**

	CORP	REC	LIAB INS	SOC SEC	NWSRA	IMRF	CONSERV	PAV/LIGHT	DEBT SERV	INT SERV	NON BOND GOV DEALS	2022 BUDGET	2021 BUDGET	% Change
Beg Balance Estimate	1,606,010	2,497,164	88,123	156,682	1,708,090	79,046	540,151	150,200	449,769	39,240	43,080	7,357,555		
REVENUES:														
Property Taxes	2,453,078	1,616,091	793,100	489,250	782,800	710,700	803,400	97,850	3,450,265			11,196,534	10,909,033	3
Replacement Taxes	75,000	201,592										276,592	170,000	63
Rental	42,416	616,508					51,400					710,324	558,767	27
Passes/User Fees		575,480										575,480	374,185	54
Daily/User Fees		1,383,632										1,383,632	1,400,204	(1)
Program Fees		2,628,074					43,500					2,671,574	1,293,533	107
Concession Sales		55,212					10,000					65,212	63,834	2
Corporate Sponsors		10,500										10,500	2,750	282
V/MC Other	130,672	(72,874)									25,000	82,798	222,024	(63)
Interest	1,478								811			2,289	3,100	(26)
Int Proj Charges										310,000		310,000	331,294	(6)
Bond Proceeds									1,342,213			1,342,213	1,824,311	(26)
Total Revenue	2,702,644	7,014,215	793,100	489,250	782,800	710,700	908,300	97,850	4,793,289	310,000	25,000	18,627,148	17,153,036	9
% Inc. of 2021 Budget	(0)	34	0	36	12	6	(1)	12	(8)	(6)	(81)	9		
EXPENDITURES:														
Full Time Salaries	1,303,964	1,940,185	138,759				453,906			122,672		3,959,486	3,389,248	17
Part Time Salaries	51,033	2,096,039					125,589			56,290		2,328,951	1,841,569	26
Employee Benefits	594,761	900,768	49,873				135,418			59,580		1,740,400	1,623,876	7
Contractual Services	317,900	617,145	51,713				58,915		10,000	26,458		1,082,131	1,053,601	3
Commodities	203,146	820,259					76,691			45,000		1,145,096	919,392	25
Concessions		5,000					7,625					12,625	51,358	(75)
Utilities	231,840	621,067					62,510					915,417	884,488	3
Insurance			612,000									612,000	562,625	9
NWSRA					458,100							458,100	458,100	-
Retirement				505,460		720,700						1,226,160	1,210,747	1
Long Term Bonds									1,497,323			1,497,323	1,824,311	(18)
Rollover Bonds									3,285,966			3,285,966	3,240,597	1
Sales Tax/Other		13,752										13,752	16,752	(18)
												-	0	
												-	0	
CAPITAL PROJECTS:														
Equipment											60,000	60,000	130,000	(54)
ADA Improvements					1,272,000							1,272,000	1,272,000	-
Park Improvement/ Paving								197,850				197,850	239,699	(17)
Total Expenditures	2,702,644	7,014,215	852,345	505,460	1,730,100	720,700	920,654	197,850	4,793,289	310,000	60,000	19,807,257	18,718,363	6
% Inc. of 2021 Budget	13	23	7	(0)	0	2	5	4	(6)	(49)	(54)	6		
REVENUE OVER(UNDER)	0	0	(59,245)	(16,210)	(947,300)	(10,000)	(12,354)	(100,000)	0	0	(35,000)	(1,180,109)	(1,565,327)	
Ending Balance (Estimate)	1,606,010	2,497,164	28,878	140,472	760,790	69,046	527,797	50,200	449,769	39,240	8,080	6,177,446		



**MOUNT PROSPECT PARK DISTRICT
RECREATION FUND BY DEPARTMENT
2022 PROPOSED BUDGET**

ACCOUNT NAMES	POOLS			GOLF COURSE	CONCESS -IONS	LIONS CENTER	RECPLEX CENTER	REC PROGRAM	CENTRAL PROGRAM	CENTRAL ROAD BLD	TOTALS 2022	TOTAL 2021	% Change	
	ADMIN	BIG SURF	MEADOWS											RECPLEX
Beginning Balance	2,497,164	-	-	-	-	-	-	-	-	-	2,497,164			
REVENUES:														
TAXES	1,817,683	-	-	-	-	-	-	-	-	-	1,817,683	1,724,977	5	
RENTAL	-	14,680	2,300	3,000	370,000	46,350	4,590	70,601	-	104,987	616,508	483,400	28	
PASSES /USER FEES	-	29,700	69,300	66,500	227,750	-	-	134,380	-	47,850	575,480	374,185	54	
DAILY /USER FEES	-	42,086	35,400	4,267	1,288,900	-	-	4,392	-	8,587	1,383,632	1,400,204	(1)	
PROGRAM FEES	-	-	30,291	272,771	79,628	-	-	4,038	2,067,723	94,386	79,237	2,628,074	1,248,825	110
CONCESSION SALES	-	-	600	-	-	6,200	-	853	-	-	229	7,882	5,734	37
MERCHANDISE SALES	-	-	-	-	45,000	-	-	572	-	-	1,758	47,330	48,100	(2)
UTILITY RECOVERY	-	-	-	-	-	-	-	-	-	-	-	-	-	
CORP SPONSORS	10,500	-	-	-	-	-	-	-	-	-	-	10,500	2,750	282
OTHER	-	-	-	-	(45,000)	-	-	(9,000)	-	-	(18,874)	(72,874)	(57,400)	27
TOTAL REVENUE	1,828,183	86,466	137,891	346,538	1,966,278	52,550	4,590	205,836	2,067,723	94,386	223,774	7,014,215	5,230,775	34
EXPENDITURES:														
FULL TIME SALARIES	568,018	98,794	-	121,676	666,496	7,126	38,563	280,814	-	-	158,698	1,940,185	1,588,306	22
PART TIME SALARIES	37,794	63,443	163,911	258,955	329,136	27,343	1,829	303,531	712,819	28,451	168,827	2,096,039	1,558,068	35
EMPLOYEE BENEFITS	300,965	39,720	-	32,560	298,665	2,648	-	156,455	-	-	69,755	900,768	822,261	10
CONTRACTUAL SERVICES	113,158	4,205	8,955	7,280	90,801	500	9,338	43,774	268,767	36,808	33,559	617,145	505,695	22
COMMODITIES	45,895	34,266	33,425	39,031	221,688	1,497	11,500	58,789	289,181	2,123	43,281	780,676	598,772	30
CONCESSIONS	-	-	-	-	-	5,000	-	-	-	-	-	5,000	-	N/A
MERCHANDISE	-	-	-	-	37,680	-	-	492	-	-	1,411	39,583	40,633	(3)
UTILITIES	15,900	14,620	51,300	65,000	91,962	2,220	36,990	256,414	-	-	86,661	621,067	590,822	5
SALES TAX/OTHER	-	-	3,000	-	4,892	2,000	1,800	1,400	-	-	660	13,752	13,752	0
TOTAL EXPENDITURES	1,081,730	255,048	260,591	524,502	1,741,320	48,334	100,020	1,101,669	1,270,767	67,382	562,852	7,014,215	5,718,309	23
REVENUE OVER(UNDER) EXP	746,453	(168,582)	(122,700)	(177,964)	224,958	4,216	(95,430)	(895,833)	796,956	27,004	(339,078)	-		
ENDING FUND BALANCE	746,453	(168,582)	(122,700)	(177,964)	224,958	4,216	(95,430)	(895,833)	796,956	27,004	(339,078)	2,497,164		
CHANGE FROM LAST YR + (-)														
REVENUE	100,356	86,466	60,591	215,538	73,728	6,000	1,240	44,480	1,090,088	44,136	60,817	1,783,440		
EXPENDITURES	324,402	246,848	21,659	47,999	30,244	12,567	43,702	33,307	434,728	27,882	72,568	1,295,906		
NET	(224,046)	(160,382)	38,932	167,539	43,484	(6,567)	(42,462)	11,173	655,360	16,254	(11,751)	487,534		
% CHANGE FROM LAST YEAR														
REVENUE	6	n/a	78	165	4	13	37	28	112	88	37	34		
EXPENDITURES	43	3,010	9	10	2	35	78	3	52	71	15	23		



Executive Director

Board Report January 2022

Upcoming Important Dates:

- Sundays through March 13: Indoor House Soccer League at Central Community Center
- Monday, January 17: Sewing Workshop at RecPlex, 10 am – Noon
- Wednesday, January 19 & 26: My Mini & Me, Friendship Conservatory, 10-11:15 am
- Sunday, January 30: Teddy Bear Tea Party, The Art Studio, Noon – 2 pm
- Monday, February 7: Spring Registration Begins (Spring Program Guide Available Online)
- Friday, February 11: Jazz Night, Friendship Park Conservatory, 7-9:30 pm
- Thursday and Friday, February 17 & 18: Off School Specials, RecPlex, 7:30 am – 6 pm
- TBA: Mt. Prospect Parks Foundation, Hot Cocoa Pop Up at the Outdoor Ice Rink

Budget Update - FY 2022:

Staff continues to review the FY 2022 proposed budget as we work through the annual budget process. The latest increase to the minimum wage (now \$12.00 per hour) became effective on January 1st, 2022 and has been accounted for in the proposed FY 2022 budget. Additionally, initial funding which may be necessary to address changes as a result of the upcoming Employee Compensation Study have also been included. The District is anticipating a multi-year approach may be necessary due to the District's budgetary limitations. We will have a better understanding of this once the study has been finalized and shared with our Board.

Staff continues to monitor participation rates and membership numbers in hopes of identifying the potential impact the recent Cook County mitigation order 2021-11 may have had on our operations. So far the observed changes have been slight with some members opting to cancel their memberships due to the recently imposed proof of vaccination requirement while others have chosen to freeze their membership and wait for the order to lift.

In an effort to comply with the recent Cook County mitigation changes and the significant increase in COVID positive case load the District has recently added two new Part-Time regular support positions. A new Security Officer to assist with COVID related compliance and a HR Assistant to help with COVID reporting. Both of these positions have become necessary since the Draft FY 2022 budget was presented last year. Some changes to the proposed budget may be necessary prior to approval at the March 16th, 2022 Regular Board meeting but at this point it's too early to tell. Staff will continue to evaluate the District's needs over the coming weeks as mandates and requirements continue to change.

Upcoming Board Meeting Reminder:

Regular Board Meeting - Wednesday, February 9, 2022 - 6:30 pm @ (Pending Board Approval)



Golf Operations Report

January 2022 (January 1, 2021 through December 31, 2021)

Golf Rounds	2018	2019	2020	2021	Variance '20 to '21
Paid Resident Rounds	4,241	4,176	3,845	4,829	984
Paid Non-Resident Rounds	22,645	23,504	32,150	32,221	71
Annual Membership Rounds	<u>4,533</u>	<u>4,555</u>	<u>4,833</u>	<u>5,186</u>	<u>353</u>
Total Rounds	31,419	32,235	40,828	42,236	1,408

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

News & Updates:

- 2021 finished up 3.4% in rounds and 11% in revenue over 2020, which was our previous record season.
- Revenue was 12% **over** budget while expenses ended up 10% **under** budget.
- Permanent tee time renewal will begin on Tuesday, February 1st and groups having a permanent tee time from last season will have until Sunday, February 27th to renew for this season. With the continued pandemic, patrons will be encouraged to renew online to limit contact with staff. Arrangements can also be made with golf course staff to either pay over the phone or in person if they cannot pay online.
- Full-time pro shop staff will take the months of January and February to prepare, clean and organize for the new season. This includes looking at and taking care of staffing needs and setting up permanent tee times, season passes, leagues, tournaments, lesson schedules, the tee sheet and the registration system. This also allows staff time to clean and declutter all areas of the clubhouse including the 100's of clubs and lost and found items.
- We are nearing completion of the contract with Open Kitchens and will begin our contract with our new food concessionaire Mrs P's and Me on March 1st. These past few weeks we have begun the onboarding process. The contract was amended to include recent Covid mitigations and responsibilities. Contract signing, verification of certificate of insurance and liquor licensing should be finished by month's end.

Golf Course Maintenance:

- Full-time maintenance staff will spend the next two months doing snow plowing and indoor projects of painting benches and ball washers and cleaning/doing maintenance to all equipment. When weather permits, staff will trim branches and remove dead trees.



Recreation Division

Aquatics:

Mike Azzaretto, Aquatics, Athletics & Fitness Manager

Linda Zalewski, Aquatics Coordinator

- The Aquatics Department continues to serve the community with a mix of both private and group lessons depending on their comfort level. The second session of fall swim lessons concluded on 12/23 with 184 swimmers enrolled and total revenue of \$16,710.
- The Winter session of swim lessons begins the week of 1/10/22.
- In addition to scheduled swim lessons, the Park District offers private swim lessons outside of the scheduled time with instructors. In the month of December, 42 private lessons were taught for a total of \$1,026 in revenue.
- The Sharks Swim Team season began on 9/27 and is currently full with 111 swimmers on the roster. This includes 67 swimmers under the age of 10 and 44 swimmers over the age of 11. The Sharks are currently undefeated & have an upcoming meet on 1/23! Total revenue is \$60,315.
- Aquafit Unlimited memberships offer 12 weekly classes with the addition of lap swimming included. In the month of December, there are a total of 80 active members. 77 of those members are on a recurring membership. Total revenue for Aquafit in December was \$5,431. In 2019, Aquafit revenue was \$2,622 with 48 active members.
- On 12/22 Aquatics staff offered our first annual Holiday Hunt! Swimmers were able to start their holiday break off by plunging in RecPlex Pool for three dive sessions per time slot. Prizes were given for collecting “ornaments” in the pool. Santa also made a special appearance for photo opportunities in his workshop. We had a total of 78 enrolled for our first year!

Athletics:

Mike Azzaretto, Aquatics, Athletics & Fitness Manager

Brad Wessel, Athletics Coordinator

Brian Hecker, Central Community Center Coordinator

- Karate has 70 students signed up for the new session with a total revenue of \$10,668.
- Hot Shots has 37 students signed up for the new session with a total revenue of \$4,294.
- Our new indoor house soccer league began 1/9 with 179 participants for a total revenue of \$21,630.
- The Indoor Travel Soccer League began 1/9 with 8 teams enrolled for a total revenue of \$4,800.
- We Got Game winter camps concluded with 116 total participants with a total revenue of \$14,968.
- We Got Game winter programs currently have 79 patrons signed up for the new session.
- Youth Basketball Leagues resumed/started games on Saturday, January 8th. Games are played at RecPlex, CCC, and Lions. The League has a total of 747 participants this winter,



Mt. Prospect Park District

Board Report January 2022

including 161 in Kindergarten and 116 in 2nd grade boys. In total, this program has generated \$95,000 in revenue.

- Patriots Baseball teams started Winter Training practices at CCC turf over the weekend of Friday, January 7 & Saturday, January 8.
- Patriots Travel Basketball has a total of 3 teams at the 3rd grade boys, 4th grade boys & 5th grade boys levels. The league the teams typically play in folded this year, but staff quickly moved them to other leagues, which began play in December.

Cultural Arts:

Ann Zimmerman, Cultural Arts & Conservatory Manager

Toria Smith, Cultural Arts Coordinator

- Winter Visual Arts-Holiday classes at the Art Studio were bursting with joy.
 - During the two weeks schools were closed for winter break The Art Studio had a variety of workshop, camp and open studio options for kids. The Holiday Village workshop was so popular we were able to create a second class to accommodate the patrons registered on the waitlist. In total, over winter break, we had 123 registrations totalling \$3,999.
 - The Art Studio provided plaster pieces and paint for the winter break camps at RecPlex for an in-house field trip!
 - The Studio weekly Art Academy classes begin next week with 26 students enrolled totalling \$4,315
 - The Art Studio adult art classes begin next week with 14 students enrolled totalling \$1,841.
- Winter Dance
 - We continue to offer students the option to take class via Zoom if they are not comfortable with in person classes, not feeling well or quarantining. It is being utilized frequently.
 - Costumes were ordered during the first week in December and we were able to successfully navigate the supply chain issues facing the country. Some costumes have already arrived.
 - Modern Winter Workshop and Dance Discovery Theater Camp were offered the weeks of 12/20-12/22 and 12/27-12/29. We totalled 42 participants over the 2 weeks.
 - Winter Term of Dance programs began on Wednesday, Jan 5. There are currently 487 enrollments totalling \$86,109. Enrollments will continue to come in over the next few weeks as dancers arrange school schedules with dance lessons.
- Mt. Prospect Community Band
 - The band will delay the start of their winter session to February 7.
- Kids On Stage
 - Our Winter session begins Jan 19 and the classes will perform The Wizard of Oz. We currently have 15 participants signed up totalling \$2,450.00.



Early Childhood & Youth Programs:

Kristina Winans, Early Childhood & Youth Program Manager

Kandice Newton, Early Childhood & Youth Coordinator

- Preschool holiday celebrations - preschool's last day before break was December 17. Their last week was full of fun themed days and celebrations. They enjoyed a popcorn and PJ party, and had been practicing songs for a few weeks to do a holiday sing-along for their families.
- KinderKlub last day party - KinderKlub also enjoyed a popcorn/PJ and movie party on December 17. KinderKlub is still running at capacity. We do have several kids who have been added, however, their parents drive them to or from RecPlex as we do not have room on the bus (a good problem to have!)
- Kids Klub - no new news for December
- Winter Break Camp - we had 8 days of winter break camp the last 2 weeks of December. During Winter Break camp we had the J.G. Reptile show come in with a variety of different animals, along with Gary Kantor's Magic show. We also had two separate days where the art studio provided us with winter themed plasters, so children were able to paint those and bring them home. Participants also made paper boats one day, and were able to bring them down to the pool, and counselors put them in the water so the children could see if their boat would sink or float. Listed below are the numbers of participants we had for each day of camp:
 - Monday, December 20th - 26 participants
 - Tuesday, December 21st - 28 participants
 - Wednesday, December 22nd - 25 participants
 - Thursday, December 23rd - 21 participants
 - Monday, December 27th - 17 participants
 - Tuesday, December 28th - 10 participants
 - Wednesday, December 29th - 10 participants
 - Thursday, December 30th - 14 participants
- Tot programs are continuing to run. Parents have been enjoying the new Parent/Tot open gym we began to offer. Our Tuesday Ready, Set, Play class has also been running successfully with our new instructor. We have a class scheduled to start January 14, and are hopeful to find a lead.
- Committee meetings, School Age & Early Childhood, are being held virtually
- Kristina helped at the Seasonal Celebration on December 11.
- Maintenance replaced an old cabinet with new shelving in our gym storage. Gym storage cleanout will occur in January.
- Emma Little shadowed both Kristina and Kandice in KinderKlub as she will be leading both classes come January 4.
- Kristina & Kandice purchased lunch for Preschool and KinderKlub teachers, and end of year gifts for all staff.



Facilities

Nancy Prosser, Facilities Manager

Brian Hecker, Central Community Center Coordinator

- Pickleball participation has increased in December due to extra days added during Christmas and New Year’s break
 - 2021 - 517 players with a revenue of \$1750.
 - 2020 - 0 players
- Canine Commons had 12 enrollments with a revenue of \$600.
- Open Gym at CCC - 165 players with a revenue of \$573.
 - 2020 - 0 players
- CCC Rental: \$16,438.50
 - Turf had a gross revenue of \$16,770.00. \$4,500.00 was deducted to Sports Made Personal for refund. The refund was issued because of the Turf Delay. They will make up the time next year.
- Facilities completed monthly Fire Extinguisher report
- Drive The Gym was added as a new activity at RecPlex during the holiday season. Participants were able to bring in their remote control cars and drive them in the gym. The Park District provided two wagons of items that patrons could use to set up a driving course. Reservations were required and participants enjoyed the new opportunity.
- A new program offered during the holiday season was sewing classes taught by Ciao Bella Sewing. A PJ pants and reversible tote bag workshops were offered at RecPlex. Additional classes are scheduled for January and February.

<u>CCC RENTALS</u>	<u>RENTALS</u>	<u>RENTAL REVENUE</u>
December 2020 Inline Rink	6	\$60.00
December 2021 Turf	24	\$16,770.00 <u>-\$4,500.00</u> \$12,270.50
December 2020 Room/Gym	9	\$345.00
December 2021 Room/Gym	21	\$4,168.00



<u>RecPlex RENTALS</u>	<u>RENTALS</u>	<u>RENTAL REVENUE</u>
December 2020	11	\$1,070
December 2021	14	\$4,958

<u>RecPlex OPEN GYM</u>	<u>Daily</u>	<u>REVENUE</u>
December 2020	0	\$0
December 2021	604	\$2,169

Fitness:

Mike Azzaretto, Aquatics, Athletics & Fitness Manager

- GO MPPD concluded on December 26th. This program is hosted by the Employee Committee and requires 30 minutes of activity per day in the form walking, running, swimming, biking, etc. In addition to this, there is a challenge every week. December challenges included a dri-tri, food diary and tracking your water consumption. For each challenge completed, staff were entered into a raffle for prizes.
- A new piece of equipment, a Ski-Erg, has been purchased at RecPlex to add more functional training. Since the Park District hasn't had one before, staff placed a QR code on the machine that links to an instructional YouTube video for members. This piece of equipment has been getting a lot of use since debuting.
- The first annual HealthierYOU member challenge begins on January 10th, 2022. This is the Fitness Department's new year retention program. There is a new challenge each week and engages our members to change up their routine and visit more frequently. Prizes are awarded each week.
- Membership revenue in December was \$29,551. Revenue in December 2020 was \$10,823.
- A total of 1,171 memberships were sold in the month of December.
- Personal Training and Massage combined for \$3,769 in sales in the month of December.



Friendship Park Conservatory:

Ann Zimmerman, Cultural Arts & Conservatory Manager

Rebekah Grant, FPC Coordinator

- We began the New Year with a wedding ceremony and reception on January 2nd.
- The new Rental Coordinator starts January 10th.
- We had over 25 rental requests the first week of January. Half of those are already in the process of booking.
- The Conservatory will be expanding open hours in the next few weeks.
- Our weekly My Mini and Me classes are filling up. In parent groups, we noticed many families seeking ways to meet other families during Covid. These classes give stay at home parents an opportunity to get out of the house and meet other families.
- Jazz Night is scheduled for Friday, February 11th.



Administration & Human Resources Report

News & Updates:

- The latest increase to the minimum wage (now \$12.00 per hour) became effective 1/1 and all required changes were entered into the District’s timekeeping system.
- In order to comply with the latest mandates from Cook County, changes were made behind the scenes in RegSys to accommodate the information required from patrons in affected areas. Updates and informational documents were provided to front desk staff and managers in order to ensure users were aware of the new functionality. HR and the District’s legal counsel will continue to communicate updates as needed should changes be needed into the future weeks and months based on mandates and requirements.
- Year-end processes are underway for Administrative staff, including 1099’s, W2’s and required forms to comply with the Affordable Care Act.
- Following a lengthy COVID-influenced delay, the Park District was able to host its onsite records disposal at the end of the 2021, with 67 bankers boxes worth of records included in the latest round of disposal covering two years of records. As always, these disposals are approved and coordinated with the State of Illinois and follow the retainment schedule on file for the Park District.

H.R. by the Numbers: December 2021

New-Hires:	12
Payroll Changes (to update employment status, pay-rate, or job-class):	27
Criminal Background Checks (including new-hires, volunteers and coaches):	33
Workers’ Compensation (new and open claims):	1
Unemployment Claims (new claims):	3



Parks & Planning Division

Administrative Updates:

- Phase 3 of the Central Community Center rooftop replacement began on Tuesday, January 4th. The 3 replacement units have been installed and are functioning properly.
- The Golf Course ice rink was scheduled to open for the season on Monday, January 10th. Unfortunately the liner was vandalized which delayed the opening. A social media notice was sent out asking for the public's help. The Beau Drive ice rink is still under construction and will open as soon as adequate ice thickness is established.

Buildings Department Updates:

- Installed high water alarms in the sump pit at the Majewski Clubhouse..
- Replaced the tot- pool heater relief valve at Recplex.
- Paired a new scoreboard remote controller in the gym at Central Community Center.
- Installed new LED wall packs on the building exterior at The Art Studio.
- Replaced a failed RPZ in the greenhouse at Friendship Park Conservatory.
- Built new storage shelves and organized the mezzanine area at RecPlex.

Fleet Services Department Updates:

- Performed winter maintenance on the Toro Multipro sprayer.
- Replaced tires on truck #38 and performed a vehicle safety inspection.
- Trained staff on proper operation of the Trackless snow removal machine.
- Repaired the headliners in trucks #33 and #34.
- Began reel and bedknife grinding on the Toro 2120 greens mowers.
- Serviced and winterized the Pro Core aerator.

Grounds Department Updates:

- Decorated facility exteriors for the holiday season.
- Set up the Golf Course ice rink dasher boards.
- Pulled remaining plants from flower beds.
- Cleaned out all baseball and softball supply boxes for the season.
- Removed and chipped branches in parks from several high wind events.
- Continued buckthorn removal and treatment at Hill Street Park.

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

At the time of this report, there have been approximately 7 internal work order requests submitted to the Parks and Planning division for completion in 2022.



Community Relations & Marketing

2021 ended with a strong surge in Covid-19 cases resulting in increased messaging regarding a new mandate from the Cook County Department of Public Health. The week of December 27, 2021 reinforced the need for timely, accurate and updated information on the District website at mppd.org. The **Know Before You Go** webpage was conceptualized, designed and implemented in June 2020 as a form of “one stop shopping” for all program, facility and event information for patrons. As rolling closures occurred along with mask compliance guidelines impacting program operations, the information needed to be consolidated and shared consistently in one place. A year and a half later, **Know Before You Go** is still a key part of current District messaging with web views exceeding 6,000 for the current Cook County mandate updates of December 31, 2021.



In addition, Community Relations & Marketing will add a District DEI statement to the website by mid-February 2022. Executive Director Jarog has formed a DEI committee to examine the issues of Diversity, Equity and Inclusion over the course of 2022. The committee will review program offerings, facility operations and special event timing and locations to make certain that ALL patrons regardless of gender, age or race are well represented at the Mt. Prospect Park District. IAPD (Illinois Association of Park Districts) has called on Illinois parks to create a DEI philosophy statement for their individual districts.

Community Relations is already speaking with several community partners to formulate neighborhood DEI programming. The District is working with the Mount Prospect Public Library this summer for a Story in the Park Youth Series. The rough outline of these events is to encourage community stakeholders to read stories of diversity to children in a neighborhood park in a variety of timeframes. The annual National Night Out with the Mount Prospect Police held at Veterans Memorial Bandshell in August will likely have a second theme of Diversity, Equity and Inclusion as well.

A renewed sponsorship effort is currently underway with the selling of dasher boards along the new turf field at Central Community Center. Several businesses are reviewing the purchase options for this opportunity to gain great community exposure. A turf grand opening event is forthcoming.

The Parks Foundation has graciously sponsored the free outdoor ice rinks this winter 2022. Look for updates announcing hot cocoa events at both the Mt. Prospect Golf Club rink and the Beau Drive rink in Des Plaines. Getting outdoors and enjoying all that winter offers in our parks is a great way to counter the negative news of surging Covid-19. Come join us!

The Spring Program Guide is in production with an online release date of Monday, February 7, 2022. As with several of the last issues, patrons will be able to view the online guide several days in advance of registration in order to firm up their program options and choices. CR&M continues to visually modify the online guide in order to offer the most appealing format possible.

JANUARY 2022

Community Relations & Marketing



Winter Fun has Begun!



Now that there's snow on the ground, the options are endless for safe winter family fun! Sledding, ice skating and winter walks are all available throughout the Mt. Prospect Park District.



Skating is back at the Mt. Prospect Golf Club and a second ice rink returns to Beau Drive in Des Plaines. Crews are preparing the rinks. Please visit mppd.org for updates or watch for announcements on **Facebook** and **Instagram**. The rink at the golf course is expected to open Monday, January 10. The Beau Drive rink takes a bit more time as its natural no-liner structure is created through multiple layers of ice.



Bring your own skates, there are no rentals available. Rules are posted on site with a special request for patron courtesy. Please avoid monopolizing the rinks with hockey and individual games when many skaters are present – they are in place for ALL to enjoy!

The Mt. Prospect Parks Foundation has generously provided sponsorship of the Golf Course rink in 2022 providing funds for the rink liner and throwing in some free cocoa and treats. Special pop-up events will be announced soon at mppd.org and on social media.

EMAIL RESULTS

January E-Newsletter

Open Rate 45% Click Rate 2%

Targeted Emails

Winter Break Options • Cook County Mandate
Cook County Youth Exemption • Healthier You



Liked by [mundeleinparks](#) and 65 others

mpparkdistrict Crews are preparing our outdoor ice rinks. The rink at the Mt. Prospect Golf Club is expected to open on Monday, January 10.

Our second rink at Beau Drive in Des Plaines takes a bit longer as its natural no-liner structure is created through multiple layers of ice. It is expected to be ready for skaters early next week.

Mt. Prospect Park District

January 7 at 4:23 PM

Our Ciao Bella Sewing Workshops were very popular over winter break.

Two additional workshops are scheduled for Monday, January 17 and Monday, February 21. Students will sew their very own fleece pj pants or reversible tote.

Spots are filling up fast - register at mppd.org



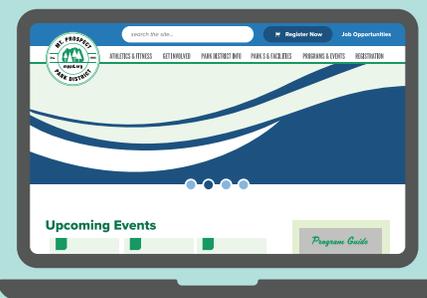
MOST ENGAGING SOCIAL MEDIA POSTS

Ice Rink Updates • Job Fair Videos • Sewing Workshops
Meadows Sledding • Commissioners Recognition
Drive Time • Baseball Registration



20 likes

mpparkdistrict Stop by RecPlex tomorrow, Wednesday, January 5 to say hello! Our Job Fair is from 3-6 pm and we have a variety of seasonal positions available... more



Page views to our website are up 8% over the previous 30 days | 29,704

MOST VIEWED PAGES

RecPlex • Open Gym • Know Before You Go
RecPlex Pool • Central Community Center
Registration FAQ • Friendship Park Conservatory
Fitness Centers • Memberships • Contact Us



Total Winter Brochure Views | 19,263

JOB FAIR

Join Our Team!

JOB FAIR

@ RecPlex

MT. PROSPECT
Est. 1955
mppd.org
PARK DISTRICT

Holiday Hunt

Wednesday, Dec. 22

Make a splash at the first annual Holiday Hunt! Start your holiday break by plunging in RecPlex Pool for three dive sessions per time slot. Prizes will be given for collecting "ornaments" in the pool. Santa will be making a special appearance for photo opportunities in his workshop.

ages 3-12

R \$10 NR \$12

4:00-4:45 PM	5:00-5:45 PM	6:00-6:45 PM	7:00-7:45 PM
Ages 3-5 43049	Ages 3-5 43051	Ages 3-5 43053	Ages 3-5 43055
Ages 5-12 43050	Ages 5-12 43052	Ages 5-12 43054	Ages 5-12 43056



HOLIDAY HUNT

Seasonal CELEBRATION

Saturday DEC 11 2021

at Friendship Park Conservatory



SEASONAL CELEBRATION



NEW ATHLETIC LOGOS