



## **BOARD PACKET**

1000 W. Central Road Mount Prospect, Illinois 60056

**January 15, 2025**

### **Board of Park Commissioners**

President Steve Kurka

Vice President Tim Doherty

Secretary Bill Starr

Treasurer Mike Murphy

Commissioner Mary Masnica

Commissioner Ray Massie

Commissioner Joe Tuczak



**MT. PROSPECT PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING SCHEDULE 2025**

Meetings are held in the Central Community Center Boardroom  
1000 W. Central Road Mount Prospect, Illinois  
**6:30 PM**

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**JANUARY 15, 2025**

**FEBRUARY 19, 2025**

**MARCH 19, 2025**

**APRIL 16, 2025**

**MAY 21, 2025**

**JUNE 18, 2025**

**JULY 16, 2025**

**AUGUST 20, 2025**

**SEPTEMBER 17, 2025**

**OCTOBER 15, 2025**

**NOVEMBER 19, 2025**

**DECEMBER 17, 2025**



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

## **REGULAR BOARD MEETING**

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

FROM: STEVE KURKA, BOARD PRESIDENT

DATE: January 10, 2025

RE: REGULAR PARK BOARD MEETING  
January 15, 2025 at 6:30 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86981513611?pwd=fGTzDbeYGQhLqLidYJB1hBfRAfPAV9.1>

Meeting ID: 869 8151 3611

Passcode: 106550

Phone: +1 312 626 6799

## **A G E N D A**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

APPROVAL OF AGENDA





### APPROVAL OF CONSENT AGENDA

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

- Approval of Minutes: Regular Board Meeting, December 18, 2024
- Ratification of Accounts Payable for December 2024 in the amount of \$4,384,281.60
- Ratification of Payroll for December 2024 in the amount of \$361,470.67
- Approval of the revised Board of Commissioners Regular Meeting Schedule for 2025

### APPROVAL OF MINUTES

REGULAR BOARD MEETING: December 18, 2024

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

### PUBLIC COMMENT

### UNFINISHED BUSINESS

- A. FY 2025 Budget Summary Update

### NEW BUSINESS

- A. Staff Introduction of Jeanette Foley, Executive Assistant for the Mt. Prospect Park District
- B. Comprehensive Master Plan 2024 Annual Board Update

### APPROVAL ITEMS

- A. Approval of the Third Project Authorization Exhibit from Nicholas and Associates for the 2025 Referendum Work at Lions Park & RecPlex
- B. Approval of the Mt. Prospect Golf Club Concession License
- C. Approval of the revised Board of Commissioners Regular Meeting Schedule for 2025  
**\*PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**

### FINANCIAL ADVISOR'S REPORT

### RATIFICATION OF ACCOUNTS PAYABLE

December 2024

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



RATIFICATION OF PAYROLL

December 2024

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

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

ADJOURNMENT TO CLOSED SESSION

CLOSED SESSION

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

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

Approval of the Executive Director employment agreement for the period of 1/1/2025 through 12/31/2027

ADJOURNMENT OF REGULAR MEETING



# CONSENT AGENDA

## January 15, 2025

### **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 APPROVAL ITEMS ARE AS FOLLOWS:**

- Approval of Minutes: Regular Board Meeting, December 18, 2024
- Ratification of Accounts Payable for December 2024 in the amount of \$4,384,281.60
- Ratification of Payroll for December 2024 in the amount of \$361,470.67
- Approval of the revised Board of Commissioners Regular Meeting Schedule for 2025

### **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)

**UNAPPROVED**  
**Mt. Prospect Park District**  
**Regular Board Meeting**  
**December 18, 2024**

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, December 18, 2024 at the Central Community Center Facility of the Mt. Prospect Park District.

President Kurka called the meeting to order at 6:30 p.m.

Commissioner Starr called the Roll for the Board

The following Commissioners were present upon the roll:

Present: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Absent: Commissioner Massie

The following individuals were also in attendance (present or remote) at the meeting:

**Administrative Staff/Recreation Staff:** Jim Jarog- Executive Director, Teri Wirkus-Executive Assistant, Ruth Yueill-Director of Community Relations and Marketing, George Giese- Director of Administration, Matt Dziubinski -Director of Parks & Planning, Mike Azzaretto- Director of Recreation, Jon Zgoda- IT Professional/ Remote Meeting Moderator, Mary Kiaupa- Director of Human Resources and Risk and Maddy Moon- Community Relations Coordinator; Recreation Staff: Linda Zalewski-Aquatics Manager, Pete Nocchi-Aquatics Supervisor, Brad Wessel-Athletics Manager, Adam Trzaska-Athletics Supervisor, Kristina Winans-Early Childhood & Youth Manager, Amy Heinrichs-Early Childhood & Youth Supervisor, Tim Sullivan-Fitness Supervisor, Toria Smith LRC & Cultural Arts Manager, Brian Hecker-Central Community Center Manager, Michael Wold-Superintendent of Recreation

**Professionals:** Tom Hoffman, District Attorney, Lee Howard, CPA, GAI

**Visitors:** Jeanette Foley

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

None

APPROVAL OF AGENDA

President Kurka asked for a motion to approve the Regular Meeting Agenda as presented. The motion was made by Commissioner Starr and seconded by Commissioner Murphy. A voice vote was taken; all were in favor and none opposed.

APPROVAL OF CONSENT AGENDA

President Kurka read the following statement: 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

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removed from the Consent Agenda and approved under its normal sequence on the Regular Meeting Agenda.

- A. Approval Of Minutes: Regular Board Meeting, October 16, 2024
- B. Ratification Of Accounts Payable for October 2024 in the amount of \$3,622,815.09
- C. Ratification Of Accounts Payable for November 2024 in the amount of \$982,172.81
- D. Ratification Of Payroll for October 2024 in the amount of \$376,598.99
- E. Ratification Of Payroll for November 2024 in the amount of \$367,101.31
- F. Approval of the Board of Commissioners Regular Meeting Schedule for 2025
- G. Approval of the 2024 Rec Plex Flooring Carpet Replacement in the amount of \$45,720.09
- H. Approval of the Proposed Market Increase of 3.4% (\$505.25) to Existing GAI Agreement

President Kurka asked for a motion to approve the Consent Agenda as presented.

Commissioner Masnica made the motion to approve the Consent Agenda as presented, seconded by Commissioner Starr

Commissioner Starr called the Roll:

Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

PUBLIC COMMENT

None

NEW BUSINESS

- A. 2025 Draft Budget Summary Presentation

George Giese, Director of Administration presented a look at the FY 2025 Budget. This process begins in late summer for staff and typically concludes the following March. Overall, FY2025 is another positive budget for the District and builds on many of the successful recreational trends in the current year, with revenue growth projected across earned income categories. The overall deficit across all funds is primarily driven in large part by carry-over funds from the Non-Bond Capital Fund. These carry-over funds amount to proceeds from the Brentwood property sale as well as proceeds from the sale of surplus goods.

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### Review of the Operating Funds Highlights:

- Property taxes are projected to increase +4% (+\$504,894), while replacement taxes fall by -45% (-224,875).
- Comparing FY2024 Budget, earned income categories of the District budget increases, including:
  - Rentals: +27% (+\$243,905)
  - Passes/User Fees: +9% (+\$76,164)
  - Daily/User Fees: +11% (+\$163,881)
  - Program Fees: +5% (\$189,069)
  - Interest: Based on recent investment activities by the District interest earning has significantly increased. The FY225 budget projects an additional +\$96,526 in earnings overall.
- Budgeted revenue outweigh expenditures in the Park District's main operating funds, with the Corporate Fund near breakeven and the Recreation Fund with a surplus. The District projects a break-even budget in the Social Security Fund, a minor surplus in the Conservatory Fund and a surplus in the Debt Service Fund.
- The Internal Service Fund, reduced from the prior fiscal year, is funded at \$100,000 and is equally offset by expenditures of the same amount.
- In line with previous budgets, the District's ADA Fund and Paving & Lighting Fund are projected to have carry-over amounts at the end of this fiscal year that have in part been allocated to expenditures in FY 2025.
- The FY 2025 Budget projects for increases across several expenditure categories at this time includes:
  - Employee Salaries: Full time salaries are projected to increase with the establishment of two full time positions in Administration & Human Resources and a rental position at the Conservatory, following major improvements to the facility and grounds. The next Compensation Study update will take place in 2025, as well. Part-time salaries are projected to increase, encompassing the final planned increase to the minimum wage taking effect on January 1, 2025.
  - Employee Benefits see a slight reduction reflecting the success of the District's opt-out program and another successful renewal cycle.
  - Contractual Services increases; along with commodities and concession increases based on activities and projected costs.
  - Utilities see an increase as an overall category reflecting increased energy and utility costs around the District. The District takes advantage of locked rates for electricity and natural gas whenever possible, though budgets reflect higher usage more comparative to historical trends.
  - Director Giese then explained the Insurance expenditure category, which accounts specifically for Liability Insurance.

### Review of Recreation Fund Revenue Highlights:

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- The Golf Course is budgeted for another strong revenue year.
- RecPlex rentals increased, encompassing the planned utilization of the new racquetball court conversion; increases with minimum wage (which is a trend applicable to many departments in general); extended hours at the fitness centers.
- Fitness membership revenues projected to increase based on positive trends (improvements to Studio 201 at RecPlex).
- Lions Recreation Center is currently budgeted for a full-year's worth of activities. Due to the referendum approval, there will be projected savings in facility operating costs once construction ramps up in Q4 2025. Programming will be shifted to other facilities, as needed, to accommodate accordingly. Director Giese looked ahead to potential rental revenue impacts of construction in 2026.
- Arts, Early Childhood and Youth revenues see positive budgets with increases to Visual Arts revenue projections.
- Athletics and CCC revenues are projected for another strong budget year with increases to programming in 2025.
- Recreation-fund level revenues are projected to increase +6% year-to-year, inclusive of both recreational programming and golf course activities.

The FY 2025 draft budget will be on the agenda through March, which is historically the month where the final approval of the Budget & Appropriation Ordinance is considered by the Park Board. Director George Giese will update the Board on significant modifications made to the budget over the next several months, though major changes are not expected at this time. Staff look forward to a productive 2025 and another successful year of recreational operations while final plans for the recently-approved referendum projects take shape.

Questions: President Kurka asked if the liability insurance deficit for the District reflects anything on the horizon. Director Giese explained this was a contingency budget strategy.

The Board thanked Director Giese for his presentation

### B. Recreation Department 2024 Year in Review Presentation

Mike Azzaretto, Director of Recreation remarked that staff is excited and proud to present the 2024 Recreation year in review and started with Our Mission and Our Vision from the District. The Recreation Department 2,031 number of programs offered and the total participants of 25,056. The class participation report of 82% success rate from November 2023 through October 2024. Mike reviewed the program revenue increases at all the facilities along with Rec center usage and outdoor pool usage. The Facility Rental revenue has a fantastic year (CCC, LRC and RP). The Fitness Membership is going strong with continued growth due to staff's innovative ideas. Mike also touched on the areas with large revenue increases:

- RecPlex rentals reached a record high, surpassing \$100,000 in revenue for 2024, with two months remaining.



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- Summer Day Camp & Outdoor Adventure Camp revenue grew by \$35,879.67 this year totaling \$124,128 more than in 2019.
- The Adult Athletics League had an increase of over \$20,000 due to new co-ed and women's leagues added.
- Dance programs saw a revenue increase of over \$25,000.

Director Azzaretto introduced each department to give a quick review of their department.

- Linda Zalewski, Aquatics Manager and Pete Nocchi, Aquatics Supervisor reviewed RecPlex Pool (Facility updates/additions; contract work and open swim); Outdoor Pools (pass sales, party rentals, new programming and special events); Aquatics staff participation in IPRA Guard Games; Lesson programming updates and the rise in enrollment and celebration of 40th year of Big Surf in operation. They also reviewed Mt. Melas Adventure 4th year record run with 255 participants and the 3rd year record of 216 children in the Mt. Melas Jr. Adventure Run.
- Brad Wessel, Athletics Manager and Adam Trzaska, Athletic Supervisor reviewed Youth House & Patriots Basketball Leagues record participation and Patriots Basketball; Baseball/Softball Leagues having a great relationship with Health Performance Institute with the 843 participants; Baseball/Softball Day and the celebration of Vic Rose; Youth Soccer League had a 3v3 Thanksgiving & Columbus Day indoor tournament; 4 new leagues formed for the Adult Leagues and tennis lessons with Engage Sports.
- Kristina Winnans, Early Childhood & Youth Manager and Amy Heinrichs, Early Childhood & Youth Supervisor reviewed Preschool with new events like the Ice Cream Social for the Preschool families and the Winter Family Workshop; lunch bunch offered separately and a collaboration with the Library to read to the children; In the Parent Tot classes are offered more sections for the families; KinderKlub works with District 57 in the STEM/Dramatic Play curriculum; under Contractual programs is the Computer Explorer (MPPD only) and Rock-n-Kids that added the 3 months old baby recreation class; Staff training in promoting inclusion in Early childhood and play based on early language & literacy.
- Tim Sullivan, Fitness Supervisor reviewed RecPlex Fitness centers has a new fitness logo which was a collaborated effort with staff and staff of the marketing department; electronic lockers and new equipment with a new layout; Group Fitness in the park and triple Turkey Burner had the highest turn out ever, and Youth Performance training; at CCC Fitness Center had higher usage rate than previous years, redistributed and add new cardio and other equipment.
- Toria Smith, Lions Recreation Center & Cultural Arts Manager reviewed the Cultural Arts Dance that included the dance season premiere party; Two full Hip Hop for Guy classes; Dance Company performances in the community; and the dance studio at RecPlex received a face lift. The Arts Studio- Summer Great Create Camp had a successful summer; added five new winter classes- a lot of the classes are already full; and Birthday Parties. The Mt. Prospect Community Band summer concerts were a huge success and Kids on Stage had a Comedy Improvisation camp for their theatre

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program. Lions Recreation Center and Seniors had a big push with Senior Programs which included Bingo, Senior Ballet, Free walking Tuesdays and the biggest success was the Bingo along with Pickleball. The Community Events were already big at Lions Recreational Center-Easter Egg Hunt; 56 Music Fix; Summer Concert Series; Trick or Treat Trail and Walking in a Winter Wonderland. These events are the Recreation Department along with Community Relations and Marketing collaborating and all staff works to make them a success.

- Brian Hecker, Central Community Center Manager stated that this was a very successful year at CCC and it is nice to see Teri up here again . Over 500 kids at the Hot Shots & Karate programs; very proud of the huge success of the rentals; Facility Upgrades of new flooring, credit card terminals added, front exterior entrance door renovated LED lighting, roof replacement, new bar stool tables and chairs add to checkpoint and the new boardroom chair. Manager Brian stated all this success would not be possible without the part-time and full-time staff along with each department like the Recreation Department; Director Ruth and her Communication and Marketing Department; Director Matt and his Maintenance Department and the IT department . It is the collaboration of all the staff working together. Wishing everyone a Merry Christmas..
- Michael Wold, Superintendent of Recreation, Rec Plex: had a record year of rentals 800 plus and worked with several schools & special recreation groups (NWSRA, NCISC, Metro Prep, Search Inc.); Facility Improvements: Studio 201-performance studio has had great feedback; racquetball court conversion project looks great and will open in 2025; LED lighting in every room; RecPlex pool was plastered and new dive blocks leveled the outdoor playground turf and underprograms open gym, volleyball and pickleball.

Director Azzaretto concluded the Recreation Department with 2025 areas of Focus (Enhancing Team Efficiency & Professional Development):

- Streamlined Onboarding & Training (simplify part-time staff onboarding and training processes).
- Cross-Training Opportunities (Equip full-time recreation staff with diverse skills)
- Professional Development Plan (Leverage the 3-year plan to encourage workshop participation/training).

Questions: President Kurka stated the daily fees are astounding and asked if it was a combination of fitness and pool. Director Azzeretto explained it was a combination of both and when they sign up the participants are included on the communication emails and marketed to.

### ADOPTION ITEMS

- A. Ordinance No. 859: An Ordinance Levying Taxes for all Corporate Purpose, For Bonds Redemption and Interest Retirement, for establishing and maintaining Recreational Programs, for the payment to be made to the Illinois Municipal Retirement Fund, for

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Social Security expenses, for Payment of the costs of protecting the Park District and its Employees against liability, property damage or loss, for Conservatory Fund Expenses, for a Paving and Lightning Fund, and for Special Recreation Programs for the Handicapped for the Fiscal Year beginning the first day of January, 2024 and ending the Thirty-first day of December, 2024.

Attorney Tom Hoffman provided a brief summary of Ordinance No. 859, which pertains to the Levying Taxes.

Commissioner Starr moved to adopt Ordinance No. 859, being “An Ordinance levying taxes for all Corporate purposes, for Bonds redemption and Interest retirement, for establishing and maintaining Recreational programs, for the payment to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against Liability, property damage or loss, for Conservatory Fund expenses, for a Paving and Lighting Fund, and for special recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2024 and ending the thirty-first day of December, 2024”, on the understanding that the total amount being levied by Ordinance No. 859 is \$12,717,076 comprised as follows: for all Corporate purposes \$3,122,379, for Bonds redemption and Interest retirement \$3,745,954, for establishing and maintaining Recreational programs \$1,932,421, for the payment necessary to be made to the Illinois Municipal Retirement Fund \$389,412, for Social Security expenses \$588,404, for payment of costs of protecting the Park District and its employees against Liability, property damage or loss \$1,016,100 for Conservatory Fund expenses \$936,095, for a Paving and Lighting Fund \$109,589, and for special recreation programs for the Handicapped \$876,722. And seconded by Commissioner Murphy.

Commissioner Starr called the Roll:

Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

- B. Ordinance No. 860: An Ordinance abating the Tax heretofore Levied for the Year 2024 to pay Debt Service on \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2014A, of the Mt. Prospect Park District, Cook County, Illinois

Attorney Tom Hoffman provided a brief summary concerning Ordinance No. 860, 861 and 862.

Commissioner Masnica moved to adopt Ordinance No. 860 “An Ordinance abating the Tax heretofore Levied for the year 2024 to pay Debt Service on \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2014A, of the Mt. Prospect Park District, Cook County, Illinois.” and seconded by Commissioner Tuczak

Commissioner Starr called the Roll:

Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

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Absent: Commissioner Massie

Motion Passed

C. Ordinance No. 861, being “An Ordinance abating the Tax heretofore Levied for the year 2024 to pay Debt Service on \$3,060,00 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019C, of the Mt. Prospect Park District, Cook County, Illinois”.

CommissionerTuczak moved to adopt Ordinance No. 861, being “An Ordinance abating the Tax heretofore Levied for the year 2024 to pay Debt Service on \$3,060,00 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019C, of the Mt. Prospect Park District, Cook County, Illinois” and seconded by Commissioner Murphy.

Commissioner Starr called the Roll:

Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

D. Ordinance No. 862, being “An Ordinance abating the Tax heretofore Levied for the year 2024 to pay Debt Service on \$8,215,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2022A, of the Mt. Prospect Park District, Cook County, Illinois”.

Commissioner Murphy moved to adopt Ordinance No. 862 “An Ordinance abating the Tax heretofore Levied for the year 2024 to pay Debt Service on \$3,060,00 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019C, of the Mt. Prospect Park District, Cook County, Illinois”. Seconded by Commissioner Starr.

Commissioner Starr called the Roll:

Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

Attorney Tom Hoffman provided a brief summary concerning Resolution No. 863 provides for the possible reduction by the County of the District’s 2024 tax levy.

E. Resolution No. 863 provides for the possible reduction by the County of the District’s 2024 tax levy in the event that it is required to be reduced to not exceed the District’s Extension Limitation as determined under the Property Tax Extension Limitation Law (the tax cap) and in that event it provides direction to the County as to which funds to be reduced and by what percentage. Absent the District providing this direction any required reduction would be applied pro-rata by the County across all funds other than the Bonds and Interest Fund.

Commissioner Doherty moved to adopt Resolution No. 863, being “A Resolution providing for the possible reduction of Levy and Assessment of Taxes for the Mt. Prospect Park District, Cook county, Illinois for the Fiscal YearBeginning January 1, 2024 and Ending December 31, 2024”. Seconded by Commissioner Murphy.

Commissioner Starr called the Roll:

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Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

President Kurka thanked Attorney Hoffman for all his work on the Ordinances.

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Advisor and CPA for the District reviewed his Financial report for November with our Board and stated we are 92% through the calendar year with a good report.

**Golf Report:** YTD revenue is \$2.3 million, up 4% over last November. Expenditures are \$1.7 million, an increase of 9%. Net through November of \$561,629 is down 9.6% from last year. Increases in part-time hourly wages and new contractual charges are additional cost factors this year.

**Rec Programs:** Rec program revenues through November are \$2,474,212 and up \$156,829 from last year.

**Childcare Programs:**

Revenues for Childcare programs through November are \$1,083,616 and up 5.9% overall from last year. Kids Klub (up 3%) and Preschool (up 15%). Day Camp registration (up 7%).

**Recplex Facility Report:** Recplex facility YTD revenue through November is \$474,180 and up \$37,251 or 9% from last year.

**Pools Report:** All three pool revenues through November are \$821,717 and up \$51,948 from last year. YTD net cost of operations is \$207,159.

**Central Programs:** Central program revenues YTD through November are \$299,224 and up \$30,604 or 11% from last year.

**Central Facility Revenue:** Central facility overall revenues through November are \$399,537. Facility overall revenues are up \$14,861 or 4% from last year.

Lee Howard then opened the floor for questions/comments from the Board:

Commissioner Starr asked if the bar grafs/charts could be enlarged for easier reading. Mr.

Howard stated that they will work on the bar changes.

EXECUTIVE REPORT

Executive Director Jarog shared his Director's report with the Board which included.

FY 2025 Budget Process. Staff will continue to adjust the Draft FY 2025 budget as necessary with the final version to come before the Board at the March 2025 Regular Board meeting.

Jarog thanked staff for their efforts with spectral consideration to George Giese, our Director of Administration and Lee Howard, CPA from Governmental Accounting. The District continues to improve upon its strong financial position and anticipates moving forward in a positive direction in the years ahead.

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The 2024 Referendum: The 2024 Referendum gained favorable support from our public with over 64% of ballots cast voting “yes”. The District’s referendum is an important stepping stone to the future of Mount Prospect and is something the entire community will benefit from. The associated projects will play a vital role in the ongoing downtown redevelopment process which when complete will help to support our community. Jarog thanked the Community, Board and District Staff for their continued support and countless hours spent on this process.

Upcoming Board Meeting Reminders for 2025: Regular Board Meeting: Wednesday, January 15, 2025 @ 6:30 PM which will include the Comprehensive Master Plan 2024 Annual Board Update.

The floor was then opened for questions and comments from the Board. There were none.

### PUBLIC COMMENT

None

### COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Doherty thanked all staff for their efforts and accomplishments this past year. Great comments from the community and neighborhood about new programs, new facilities and new opportunities. Exciting times and we can now compare information to 2024 instead of 2019. It’s great and thank you again.

Commissioner Starr stated what makes this Park District so great is the people and staff. They always have smiles on their faces. He enjoys seeing how everyone is having fun with everything the District has to offer and how staff works hard year after year. Thank you.

President Kurka called to go into a Closed Session

### ADJOURNMENT TO CLOSED SESSION

Commissioner Doherty made a motion to adjourn the Closed Session under Section 2c-(21): Discussion of Minutes of Meetings Lawfully Closed Under the Illinois Freedom of Information Act, whether for Purposes of Approval of the Minutes by the Public Body or Semi-Annual Review of the Minutes as Mandated by Section 2.06.

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

Commissioner Starr called the Roll:

Ayes: Commissioner Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

The Board adjourned to closed session at 7:35 p.m.

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RECONVENE REGULAR MEETING

The Board reconvened the regular meeting at 8:26 pm with all members of the Board present less Commissioner Massie which was absent

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

President Kurka asked for a motion to approve the closed session minutes as presented.

Commissioner Masnica made a motion to Approve the Closed Session Minutes from July 17, 2024, Section 2c-21, Semi-Annual Review of Minutes. Second by Commissioner Murphy.

Commissioner Starr called the Roll: Ayes: Commissioners Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

President Kurka asked for a motion to release the recently approved minutes.

Commissioner Masnica made the following motion: I move that it hereby be determined and hereby be reported to the public that the following sections of closed Session minutes: July 17, 2024 Section 2c-21 Semi-Annual Review of Minutes, Which no longer require confidential treatment and are available for public inspection and that as to all other closed session minutes or portions thereof not yet released for public inspection the need for confidentiality still exists in order to protect the privacy of an individual and/or the public interest.

Second by Commissioner Murphy

Commissioner Starr called the Roll: Ayes: Commissioners Kurka, Starr, Murphy, Doherty, Masnica and Tuczak

Nays: None

Absent: Commissioner Massie

Motion Passed

ADJOURNMENT OF REGULAR MEETING

Commissioner Starr made a motion to adjourn the regular meeting, second by Commissioner Murphy. Voice vote was taken with all commissioners present in favor and none opposed.

The meeting was adjourned at at 8:29 pm

Respectfully submitted,

---

William J. Starr, Secretary



**ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT**  
**December-24**

**ACCOUNTS PAYABLE**

Suggested Motion: I move to ratify December Accounts Payable Checks and EFT's in the amount of \$ 4,384,281.60 as listed on the Check Register.

<u>CHECK DATE</u>		<u>CHECK #'S</u>	
12/1-12/8/2024	\$2,225,040.20	204018-204052	Checks
12/9-12/15/2024	\$1,667,373.97	204053-204111	Checks
12/16-12/22/2024	\$97,669.60	204112-204157	Checks
12/23-12/31/2024	\$394,197.83	204158-204181	Checks
<b>TOTAL AP</b>	<b>\$ 4,384,281.60</b>	<b>Checks and EFT's</b>	

**PAYROLL**

Suggested Motion: I move to ratify December Payroll Checks and Direct Deposits in the amount of \$ 361,470.67 as listed on this report.

<u>CHECK DATE</u>		<u>CHECK #'S</u>	
12/6/2024	\$ 172,102.54	61963-62230	DD Notification
	\$ 4,238.07	1040995565-	Checks
		1040995579;10409955781	
		62231-62236	Taxes, Transfers & Garnishments
12/20/2024	\$ 179,743.65	62237-62495	DD Notification
	\$ 5,386.41	1041211118-	Checks
		1041211139;1041211165	
		62496-62501	Taxes, Transfers & Garnishments
<b>TOTAL P/R</b>	<b>\$ 361,470.67</b>	<b>Checks and Direct Deposits</b>	

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

**Mt. Prospect Park District  
Payroll Summary**

Pay Period Ending 12/1/2024  
Check Date 12/6/2024

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	9,295.00	283	257,113.07	33	28
	Full Time	62			

Pay Period Ending 12/15/2024  
Check Date 12/20/2024

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	9,500.25	281	259,189.36	34	27
	Full Time	62			

# MEMORANDUM



To: Board of Park Commissioners  
From: Jim Jarog, Executive Director  
Date: January 15, 2025  
Re: REVISED REGULAR BOARD MEETING DATES 2025  
Cc: Tom Hoffman, Attorney

## **SUMMARY & BACKGROUND:**

A copy of the *revised* Board Meeting schedule for 2025 is included for the Board's review and consideration. As is customary each year the 2025 meeting dates were previously reviewed by staff and then brought forth to the Board for their review and consideration for approval. This year's existing schedule was approved by the Board at the December 18, 2024 Board Meeting. Since that time a conflict was identified by two Commissioners which has resulted in a request for the February 2025 meeting date to be changed from 2.19.25 to 2.12.25 (One week earlier). I have included a copy of the revised Board Meeting schedule as an attachment to this memo. If approved, the revised schedule would then formally replace the existing Board Meeting schedule for the remainder of the 2025 calendar year.

## **DOCUMENTS ATTACHED**

Revised Board Meeting Schedule For 2025

## **RECOMMENDATION:**

**MOVE TO APPROVE THE REVISED BOARD MEETING SCHEDULE FOR THE MT. PROSPECT PARK DISTRICT BOARD OF PARK COMMISSIONERS FOR THE 2025 CALENDAR YEAR**



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

**MT. PROSPECT BOARD OF PARK COMMISSIONERS**  
**REGULAR MEETING SCHEDULE 2025**

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 p.m.

January 15, 2025

February 12, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

July 16, 2025

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025

December 17, 2025

Approved: **DRAFT**

# MEMORANDUM



**To:** Board of Park Commissioners  
**From:** Jim Jarog, Executive Director  
**C:** Leadership Team  
**Date:** January 15, 2025  
**Re:** Staff Introduction of Jeanette Foley, Executive Assistant

## **Summary and Background:**

I would like to introduce Jeanette Foley to our Board. Jeanette recently joined our team here at Mt. Prospect Park District as the District's new Executive Assistant. Jeanette was chosen from over fifty applicants who applied for this position. Jeanette possesses a degree in Business Administration with a minor in Political Science and Paralegal Studies. Over the past 14 years Jeanette has worked as a paralegal. Prior to this she was employed as the Executive Assistant to the Mayor of the City of Northlake and Paralegal to the City Attorney for seven years.

Over the coming months, Jeanette will work alongside Teri Wirkus to transition the responsibilities of the position of Executive Assistant. Aside from acting as a District Liaison to our Board of Commissioners, Jeanette will also assist the Leadership Team with Administrative duties and District operations. Jeanette's first day of employment with our district was January 6, 2024.

Please join me in welcoming Jeanette Foley to the Mt. Prospect Park District.

# MEMORANDUM



**To:** Board of Park Commissioners  
**From:** Ruth Yueill, Director of Community Relations & Marketing  
**CC:** Jim Jarog, Executive Director  
Mt. Prospect Park District Leadership Team  
**Date:** January 15, 2025  
**Re:** 2024 Update of Comprehensive Master Plan 2022

**SUMMARY & BACKGROUND:**

The goal of the 2022 Comprehensive Master Plan was to provide the Mt. Prospect Park District with a roadmap towards accomplishing its mission/vision as well as the successful operation, maintenance and development of the District's parks, open spaces, amenities, facilities, programs and services.

2024 was a busy year for the Park District across many fronts, with ongoing capital projects and the completed cycle of a months-long public engagement initiative which ultimately culminated in an approved referendum. As the Park District sets its course into an exciting future in 2025 and beyond, the Master Plan will continue to guide strategic planning and operational decisionmaking.

The attached document summarizes many of the District's significant accomplishments throughout the prior year within the categories established by the Master Plan. Staff extends its sincere thanks to Commissioners and residents for their continued support, and we look forward to building a new list of accomplishments guided by the Master Plan in the years to come.

**DOCUMENTS ATTACHED:**

- Summary Update - Strategies and Actionable Goals with Notable Accomplishments in 2024

**RECOMMENDATION:**

*None - for Board review only.*

**Comprehensive Master Plan Update  
Strategies and Actionable Goals with Notable Accomplishments in 2024**

Land

- Weller Park Playground successfully constructed and opened, adding a new park offering to the neighborhood near the Golf Course.
- Friendship Park Tourism Grant interior and exterior improvements completed, including the installation of a new pavilion/shelter area for rentals and gatherings, and a meditation garden.
- Lions Park Phase 1 construction is now complete and awaiting final grant closeout. This project included the successful installation and grand opening of the playground, improved pathways and new fitness station. This was a project involving two community partners - School District 57 and the Village of Mount Prospect for CDBG/TIF funding - as well as grant funding through IDNR.
- Owen Park playground replacement completed.
- IDNR Bike path project completed from Algonquin to Linneman Road.
- Coordinated the sale of Brentwood property to CCSD59 to meet school expansion needs. Proceeds from the sale were designated for future use within the same geographic area of the Park District.
- I-90 Tollway project under consideration with Senator Laura Murphy. Opportunity for future development.

Facility

- Friendship Park Tourism Grant interior renovations completed, including restroom expansion and banquet room improvements.
- Significant infrastructure projects completed, including CCC roof replacement and WCMF roof overlay, RecPlex Chiller, and RecPlex Pool dive blocks and replaster.
- RecPlex Racquetball Court Conversion project planned and underway.
- Renovated Studio 201 at RecPlex with new flooring and equipment to align with current trends, enabling its use for small group training, group fitness classes, and as an additional weight room.
- Purchased new electronic lockers at RecPlex to enhance member convenience.
- Reorganized soccer field usage to provide Elite Soccer with more rental opportunities at Melas Park.
- Replaced CCC entrance pavers to improve accessibility and install new site furnishings for patron convenience.

Recreation

- Developed a new special event called Walking in a Winter Wonderland at Lions Park that debuted in December 2024.
- Expanded pickleball programming across all facilities, adding more lessons, launching a league with 44+ teams, and hosting a tournament. Held an open play sale in October which tripled revenue compared to October 2023.
- Utilizing insights from a park district athletics survey, staff launched new adult athletics leagues, including men's and women's pickleball, women's volleyball, and women's basketball.



- Launched free or low-cost senior programs at Lions Recreation Center, including Walking Tuesdays, Thursday Stitch Club, \$1 Bingo, and senior ballet.
- Expanded group fitness and personal training programs to include "Stronger Together," a small group training initiative, and introduced a Middle School Weightlifting Club.
- Developed a three-year professional development plan for full-time recreation staff.
- Created a new training program for frontline staff.

#### Operations & Maintenance

- Evaluated Melas Park drainage challenges with the Citizen Task Force and identified future improvements, including the expansion of an existing football field as well as accessibility needs.
- New fencing & backstops at both Busse Park ballfields. Both Busse & Owen Park will have ADA improvements including connection points to the public sidewalks.

#### Financing & Capital Planning

- Public Engagement Initiative completed, resulting in a bond proposal being placed on the November 2024 ballot for a replacement pool for Big Surf, a new recreation center for Lions, multisport artificial turf and air conditioning improvements at RecPlex, and new amenities/site improvements to Lions Memorial Park. This was a months-long process that included the establishment of a Citizen Task Force, a community survey, hybrid polling, informational meetings, and numerous methods of public feedback and engagement.
- Grant reporting activity throughout 2024, including:
  - Successful closeout: Friendship Park Phase 1
  - Ongoing reporting/nearing closeout: Lions Park Phase 1, ComEd Bike Path, Friendship Tourism, DCEO RP Chiller
- Added new banking partners to diversify investments and optimize operations, including Lakeside Bank, Wintrust Bank, and Fifth Third Bank (P-Cards).
- Identified and engaged professional firm to support expanded grant writing and reporting efforts to supplement capital projects.

# MEMORANDUM



**To:** Board of Park Commissioners

**From:** George Giese, Director of Administration  
Matt Dziubinski, Director of Parks & Planning

**Cc:** Jim Jarog, Executive Director  
Thomas Hoffman, Park District Attorney

**Date:** January 15, 2025

**Re:** Third Project Authorization Exhibit for the 2025 Referendum Work at Lions Park & RecPlex

**Summary and Background:**

The Mt. Prospect Park District and Nicholas & Associates operate under a Park Board-approved Master Agreement for Construction Management (CM) services dating back to 2022. This Master Agreement established a formal relationship between the Park District and Nicholas & Associates, with specific projects brought forth as separate Project Authorization Exhibits (Exhibits) to supplement the Master Agreement. Since the approval of the Master Agreement, two additional Exhibits have been established - one for Lions Phase 1 improvements, and a second for pre-referendum services related to the 2024 public engagement initiative.

At the January Regular Meeting, a third Exhibit is being considered in order for Nicholas & Associates to provide turnkey design, construction management and bidding services to the Park District for 2025 referendum work at Lions Park & RecPlex. The proposed Exhibit, which accompanies this cover memo, details a host of information, including:

- Physical characteristics/summary of scope for the approved referendum projects
- Preliminary baseline budget assessment: \$42,360,864
- Integrated project fee (11.75% of the total construction cost): \$4,977,402
- Anticipated project duration: September 2025 through May 2027
- Anticipated labor costs (fixed - see included staffing plan): \$1,708,100
- Anticipated Reimbursable Costs:
  - Performance Bond (1% of the total construction cost): \$423,609
  - General/Professional Liability Insurance: \$292,290
  - Reimbursable General Conditions (see itemized listing): \$500,000
  - Note: Nicholas & Associates will obtain quotes to provide and procure Builders Risk Insurance as requested by the Park District.

Importantly, once bidding is complete, the Park District and Construction Manager will update the Third Project Authorization Amendment to reflect actual construction costs and to complete all matters designated as “TBD” or otherwise still in need of completion. As an added note for the Park Board, this exhibit was reviewed by Attorney Hoffman.

Approval of this Exhibit will allow the Park District and Nicholas & Associates (CM) to proceed with the necessary planning, as needed, to address the approved referendum projects into 2025 and beyond. Nicholas & Associates and staff will be available to answer questions regarding the proposed Exhibit at the January Meeting.

**Documents Attached:**

- Third Project Authorization Exhibit for the 2025 Referendum Work at Lions Park & RecPlex
- Preliminary Site Plans: Lions Park & RecPlex

**Recommendation:**

**MOVE TO APPROVE THE THIRD PROJECT AUTHORIZATION EXHIBIT FOR THE 2025 REFERENDUM WORK AT LIONS PARK & RECPLEX BETWEEN THE MT. PROSPECT PARK DISTRICT AND NICHOLAS & ASSOCIATES, TO BE FURTHER AMENDED ONCE THE BIDDING IS COMPLETE.**

## **THIRD PROJECT AUTHORIZATION EXHIBIT (2025 Referendum Work at Lions Park & Rec Plex)**

This Third Project Authorization Exhibit for the 2025 Referendum Work at Lions Park & Rec Plex (“**Exhibit**”) supplements that certain AIA Document A134-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor dated December 14, 2022 (“**Master Agreement**”), between the Mount Prospect Park District, as Owner (“**Owner**”) and Nicholas & Associates, Inc., as Construction Manager (“**Construction Manager**”). In the event of a conflict between the terms and conditions of this Exhibit and the Master Agreement, this Exhibit shall control for the Project described herein. This Exhibit supersedes any other exhibit and/or authorization to proceed for the work described herein, whether written or oral.

### **PROJECT INFORMATION:**

The Construction Manager shall provide turnkey design, construction management and bidding services to the Park District for the upcoming 2025 Referendum Work at Lions Park & Rec Plex Project (“**Project**”). The precise scope of the Project remains subject to revision and approval of the Owner.

**The Owner and Construction Manager agree to amend and supplement the Master Agreement as follows and once the bidding is complete, the Owner and Construction Manager will update this Third Project Authorization Agreement accordingly to reflect the actual construction costs and to complete all matters designated as “TBD” or otherwise still in need of completion.**

### **ARTICLE I INITIAL INFORMATION**

**§1.1.1 Owner’s Program for the Project:** Referendum Work at Lions Park & Rec Plex

**§1.1.2 Project’s Physical Characteristics:** A summary of Project scope is listed below. Refer to the Construction Documents for the totality of the scope included in this Project. Final scope is subject to the approval of the Owner.

1. Demolition of existing Lions Park Recreation Center
2. New Lions Park Community Center building
3. Demolition of existing pool & deck at Lions Park
4. New Lions Park Pool with play elements, slides & shade sails
5. New pickleball courts at Lions Park
6. New skate plaza at Lions Park
7. New outdoor gaming area at Lions Park
8. Lions Park Community Center parking lot resurfacing
9. Site grading and utilities at Lions Park
10. Concrete walks at Lions Park
11. Landscaping & restoration work at Lions Park
12. New A/C in the Rec Plex facility
13. Conversion of 2 existing basketball courts to Synthetic Turf at the Rec Plex Facility

**§1.1.3 Owner’s Budget for the Contract Sum:** \$42,360,864 (Preliminary Baseline Budget Assessment)

**§1.1.4 Anticipated Design and Construction Milestones:** TBD by parties

**§1.1.5 Owner’s requirements for accelerated, or fast-track scheduling or Phased Construction (if any):**  
None

**§1.1.6 Sustainable Objective for the Project, if any:** None.

**§1.1.7 Other Project Information, if any:** None

**§1.1.9 Other Persons/Entities to Review the Construction Manager’s Submittals, if any:** None

**§1.1.10 Owner’s Consultants and Contractors, if any:** TBD

**§1.1.13 Owner’s Requirements for Staffing Plans for Pre-Construction Services:** As set forth below, or as mutually agreed by the parties.

**§1.1.14 Owner’s Requirements for Subcontractor Procurement:** Competitive bid pursuant to 70 ILCS 1205/8-1 (c)

**§1.1.15 Other Initial Information:** None at this time

**ARTICLE 3 CONSTRUCTION MANAGER’S RESPONSIBILITIES**

**§3.1.14 Other Preconstruction Phase Services (if any):** None.

**§3.3.1.3.1 Construction Manager shall Achieve Substantial Completion of the Entire Work:** TBD

**§3.3.1.3.2 Construction Manager shall Achieve Substantial Completion of Portions of the Work by the Following Dates:** TBD

**ARTICLE 6 COMPENSATION FOR DESIGN & CONSTRUCTION PHASE SERVICES**

**§6.1.2 The Integrated Project (Design/Build) Fee:** 11.75% of the Total Construction Cost - \$4,977,402

**§6.1.6 Unit Prices (if any):** None

**§6.1.7 Liquidated Damages:** None

**§6.1.8 Other (if any):** None

**ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE**

**Construction Value is TBD. Project duration is expected to be September of 2025 – May of 2027**

**§7.2.1 Anticipated Labor Costs (Fixed):** \$1,708,100, based on the following staffing plan:  
Senior Project Manager – 100 weeks x 10 hours per week = \$140,000

Project Manager – 100 weeks x 25 hours per week = \$337,500  
 Project Engineer – 100 weeks x 10 hours per week = \$110,000  
 General Superintendent – 90 weeks x 5 hours per week = \$58,500  
 Site Superintendent (Full time) – 90 weeks x 48 hours per week = \$540,000  
 Assistant Site Superintendent (Full time) – 90 weeks x 48 hours per week = \$453,600  
 Project Administrator – 100 weeks x 5 hours per week = \$32,500  
 Safety Director – 90 audits x \$400/audit = \$36,000

These are quantified expenses for the Project that consist of the services provided by the Senior Project Manager (\$140/hour), Project Manager (\$135/hour), Project Engineer (\$110/hour), General Superintendent (\$130/hour), Site Superintendent (\$125/hour), Assistant Site Superintendent (\$105/hour), Project Administrator (\$65/hour) and Safety Audits (\$400/audit per site). The Fixed General Conditions expenses are based on a specific Project duration from preconstruction through Project close-out. This will be a fixed amount once the Project scope and duration is defined. In the event the construction of the Project exceeds or falls short of the aforementioned duration, the Fixed General Conditions shall be renegotiated by the parties, in good faith, based on the above stated hourly rates.

**\$7.5.2 Anticipated Reimbursable Costs:** as follows:

Performance Bond: 1% of the total construction cost - \$423,609  
 General/Professional Liability Insurance: 69% of the total construction cost - \$292,290

Reimbursable General Conditions (pass through invoice without mark-up): on-site construction trailer with reasonable furnishings, rubbish and trash removal, dumpsters, temporary partitions, temporary toilets, temporary fencing, temporary roads, temporary utilities, surveying, testing services, called inspections, winter protection, street cleaning, daily cleanup, and final cleanup

Estimated Reimbursable General Conditions Break Down (Budget):

Temporary Toilets	\$25,000
Construction Trailer	\$30,000
Street Sweeping	\$25,000
Signage	\$10,000
Fencing & Maintenance	\$50,000
Dumpsters	\$60,000
Surveying	\$60,000
Testing	\$60,000
Special/Called Inspections	\$20,000
General/Final Cleaning	\$80,000
Temp Power/Conditioning	\$70,000
Printing	\$10,000

Not included above:

- Permit costs
- Utility usage
- Temporary power

Total Anticipated Estimated Reimbursable General Conditions: \$500,000

**SPECIAL TERMS:**

**Responsibility for Builder’s Risk Insurance:** Nicholas & Associates will obtain quotes to provide & procure Builders Risk Insurance as requested by the owner.

All other terms and conditions of the Master Agreement shall remain the same.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

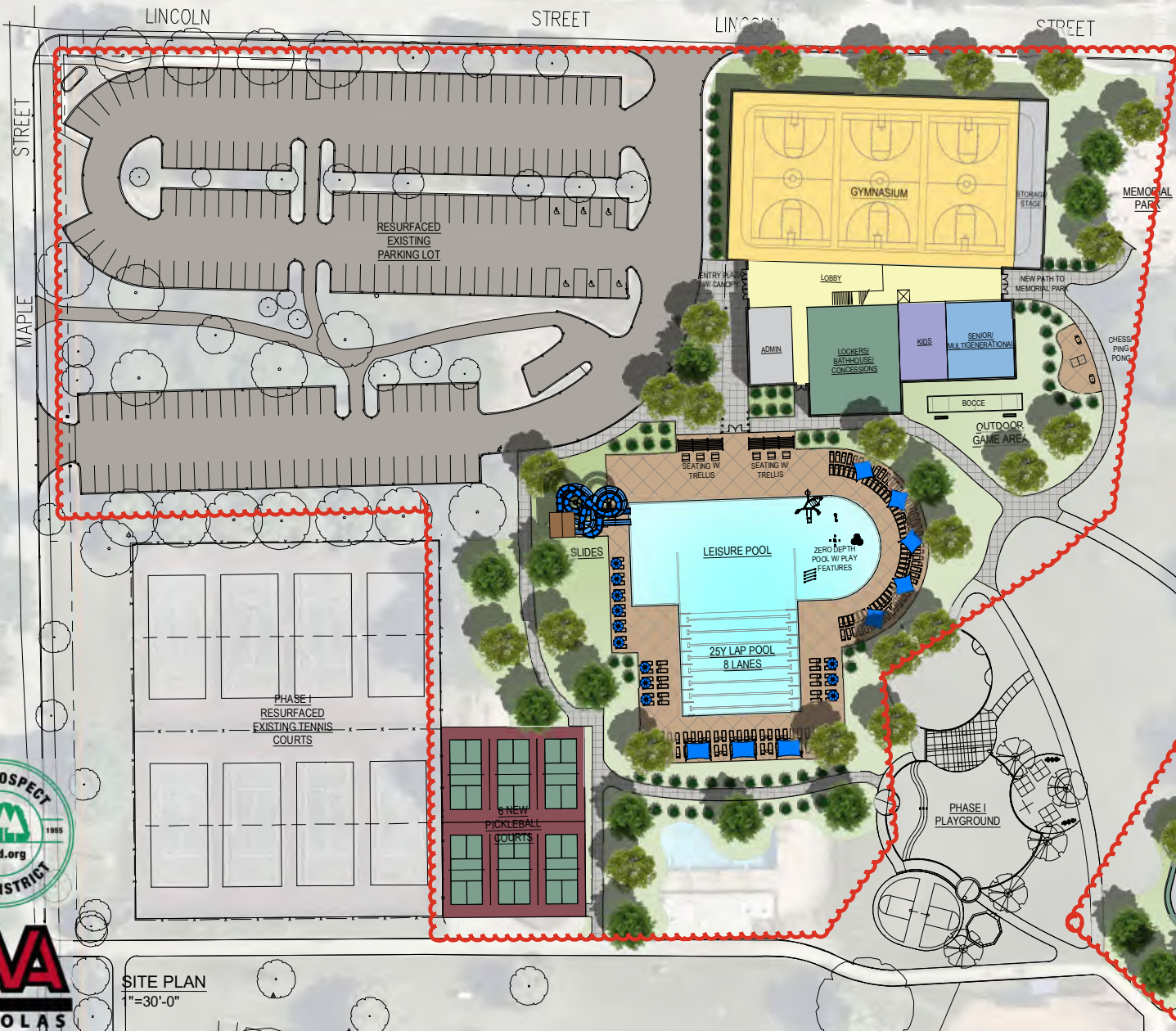
**OWNER:  
MOUNT PROSPECT PARK DISTRICT**

**CONSTRUCTION MANAGER:  
NICHOLAS & ASSOCIATES, INC.**

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

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





### LIONS PARK SUMMARY

**COMMUNITY CENTER**

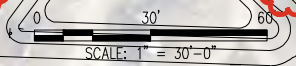
- NEW 2-STORY 51,000 SF BUILDING
- WALKING TRACK
- SENIOR/MULTIGENERATIONAL SPACE
- LOCKERS/BATHHOUSE/CONCESSIONS
- OUTDOOR GAME AREA
- SKATE PLAZA (4,500 SF)
- SIX (6) NEW PICKLEBALL COURTS
- OUTDOOR BASKETBALL COURT

**BIG SURF**

- 8 LANE, 25 YARD LAP POOL (5,250 SF)
- ZERO DEPTH ENTRY LEISURE POOL, W/ PLAY ELEMENTS (10,000 SF)
- SLIDES
- SHADE SAILS



SITE PLAN  
1"=30'-0"



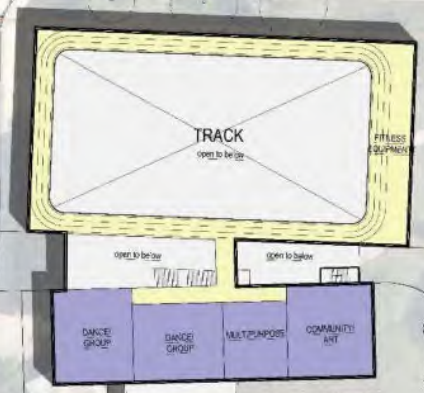
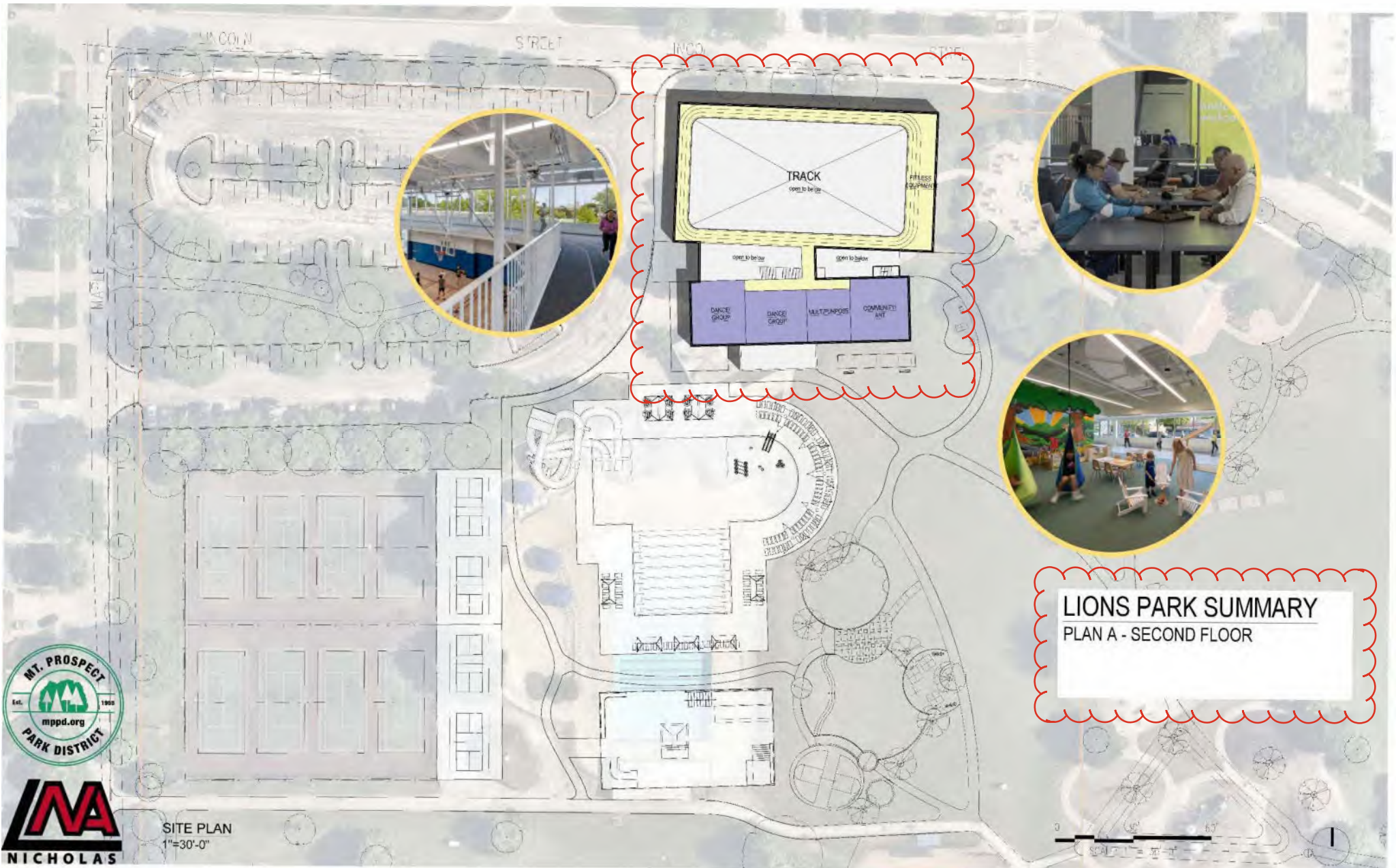
LIONS PARK BIG SURF AND COMMUNITY CENTER  
MT. PROSPECT PARK DISTRICT

1.32a

PROJECT NUMBER: 24003

09/20/2024





**LIONS PARK SUMMARY**  
**PLAN A - SECOND FLOOR**



SITE PLAN  
 1"=30'-0"







## RECPLEX SUMMARY

### PLAN B - SYNTHETIC TURF

- . CONVERT (2) TWO NORTH BASKETBALL COURTS TO SYNTHETIC TURF
- . INSTALL NEW AIR CONDITIONING
- . NEW MOVABLE PARTITION BETWEEN TURF AND COURT



# MEMORANDUM



**To:** Board of Park Commissioners  
**From:** Jeff Langguth; Director of Golf Operations  
**C:** Jim Jarog; Executive Director  
**Date:** 01/15/24  
**Re:** Mt. Prospect Golf Club Concession License

## **SUMMARY & BACKGROUND:**

The current three (3) year Concession Agreement for the Mt. Prospect Golf Club is due to expire on February 28, 2025. The current agreement does not include an extension clause. Because of this it was necessary for staff to conduct a new Request for Proposal (RFP) process.

Staff issued a new RFP for concession operations at the Mt. Prospect Golf Club. The RFP notice was published in the paper and circulated among interested vendors. The distributed RFP requested proposals for both an initial three (3) year base term beginning March 1, 2025 and ending February 29, 2028, plus an additional three (3) year extension term with Park District Board approval. This additional extension term would run from March 1, 2028 through February 28, 2031.

Staff accepted proposals from interested vendors between November 11th, 2024 and December 3rd of 2024. The requirements of the Request for Proposal were as follows:

- 1) A completed price sheet identifying license agreement fees over a 6 year period
- 2) General company information and reference sheets
- 3) Licensee qualifications
- 4) No Bid Rigging Certification
- 5) A sample menu
- 6) A current financial statement of the proposer's assets, liabilities and net worth

There were 3 vendors that submitted a proposal. A summary of the received proposals is listed below:

<b>Original Term:</b>	<b><u>Open Kitchens Inc.</u></b>	<b><u>BozFig LLC.</u></b>	<b><u>Catering with Relish Inc.</u></b>
3/1/25-2/28/26	\$57,500.00	\$55,500.00	\$53,000.00
3/1/26-2/28/27	\$60,000.00	\$57,000.00	\$54,000.00
3/1/27-2/29/28	\$61,500.00	\$59,000.00	\$55,000.00
<b>3-Year Base Term:</b>	<b>\$179,000.00</b>	<b>\$171,500.00</b>	<b>\$162,000.00</b>

<b>3-Year Board Approved Extension:</b>	<b><u>Open Kitchens Inc.</u></b>	<b><u>BozFig LLC.</u></b>	<b><u>Catering with Relish Inc.</u></b>
3/1/28-2/28/29	\$64,000.00	TBD	\$55,000.00
3/1/29-2/28/30	\$66,000.00	TBD	\$56,000.00
3/1/30-2/28/31	\$70,000.00	TBD	\$57,000.00
<b>3-Year Extension Term:</b>	<b>\$200,000.00</b>		<b>\$168,000.00</b>
<b>6-Year Total:</b>	<b>\$379,000.00</b>		<b>\$330,000.00</b>

Of the proposals received, the highest proposal amount for the original three (3) year licensing period, as well as the additional three (3) year extension period was provided by Open Kitchens Inc. References for Open Kitchens Inc. were checked and all feedback received by staff was positive. Open Kitchens is a reputable concession vendor with over 37 years of experience in the golf course concessions industry. Open Kitchens previously provided professional catering services as the concession vendor at the Mt. Prospect Golf Club for over 20 years.

Based on this information staff recommends awarding the Mt. Prospect Golf Club Concession License to Open Kitchens Inc.

**BUDGET IMPACT:**

Year 1 Proposal	\$ 57,500
Year 2 Proposal	\$ 60,000
Year 3 Proposal	\$ 61,500
Year 4 Proposal	\$ 64,000
Year 5 Proposal	\$ 66,000
Year 6 Proposal	<u>\$ 70,000</u>

**Proposal Recommendation** **\$ 379,000**

**DOCUMENTS ATTACHED:**

Copy of March 1, 2025-February 29, 2028 Concession Agreement

**RECOMMENDATION:**

**MOVE TO APPROVE THE MT. PROSPECT GOLF CLUB CONCESSION LICENSE FOR THE TERM COMMENCING ON MARCH 1, 2025, AND EXTENDING THROUGH FEBRUARY 29, 2028, TO OPEN KITCHENS INC., IN THE AMOUNT OF \$179,000.00**

MT. PROSPECT GOLF CLUB CONCESSION AGREEMENT

This Concession Agreement (“Agreement”) is entered into as of \_\_\_\_\_, 2025 between the Mt. Prospect Park District, an Illinois municipal corporation located at 1000 W. Central Road, Mt. Prospect, Illinois 60056 (the “District”) and \_\_\_\_\_, a catering and food service corporation (the “Concessionaire”).

RECITALS:

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

AGREEMENT

NOW, THEREFORE, District and Concessionaire agree as follows:

ARTICLE I

GRANT OF RIGHTS

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

ARTICLE II

TERM

2.1 The initial term hereof shall commence on March 1, 2025 and shall (unless sooner terminated as provided in Article VI – Termination) end February 29, 2028.

This Agreement may be renewed by the District for one three (3)-year term:

- Commencing March 1, 2028, and expiring on February 28, 2031

Not later than December 31, 2027, the District will provide the Contractor with written notice of its intent, if any, to extend/renew the Agreement or allow the Agreement to expire sixty (60) days prior to the commencement date for each term.



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

3.1 Conduct of Concession Operations.

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

B. Dates and Hours of Clubhouse and Concession Operations:

The golf season is defined as the first day through the last day the golf course is open for golfing (approximately March 15th-November 30th) First and last days of the season are determined by weather.

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

Hours of minimum operation:

Weekends: 5:45 am or dawn until ½ hour after sunset.

Weekdays: Tuesday through Friday - 6:00 am until ½ hour after sunset.



Mondays – 8:30 am until ½ hour after sunset (except 5:45am on Memorial Day, 4th of July (if on a Monday) and Labor Day).

All regular food service operations must conclude at 10:00 pm.

Private scheduled events may go until 12:00 a.m. pre-authorized by the Director of Golf.

Concession operations will not be required when the golf course is closed for a private event or due to inclement weather.

The Halfway House and Beverage Cart

Halfway house hours of operation during peak season: (Memorial Day-Labor Day).

Weekends: 9:00 am until 5:00pm.

Weekdays: 10:00 am until 5:00pm.

Beverage cart hours of operation during peak season: Memorial Day-Labor Day.

Weekends: 9:00 am until 1 hour before sunset.

Weekdays: 10:00 am until 1 hour before sunset.

Non-peak season:

Monday-Wednesday: Either the beverage cart or halfway house shall be open from 10am until 1 hour before sunset.

Thursday-Sunday: Both halfway house and beverage cart shall be available for the same hours listed above for the peak season.

The operation of the halfway house and beverage cart may be halted or subject to limited hours required or hours limited due to inclement weather. Inclement weather is defined as when precipitation is falling or the temperature is below 60 degrees Fahrenheit. The Concessionaire must communicate with either the Director of Golf, Golf Operations Manager or Assistant Golf Professional in these situations.

Vending machine operations are conducted during the golfing season.

C. Concession Operation Rentals/Events. All catered food and/or beverage events will be coordinated by the Concessionaire. The Concessionaire may operate in the Food Service Facilities on a year-round basis.

*In season hours of operation:*

*Rentals or special events will not be allowed in the grill or patio, and instead must use the event tent. Any rentals or special events non-golf related of over 40 people must start after the last tee time of the day so as not to interfere with golfers.*

Off season hours of operation:

Rentals and special events are available any day and time.

\*ANY BREACH IN CONTRACT OF THE HOURS STATED ABOVE FOR THE CLUBHOUSE, HALFWAY HOUSE OR BEVERAGE CART WILL RESULT IN A \$100 FINE AGAINST CONCESSIONAIRE PER VIOLATION.

D. Non-catered Rentals/Special Events. Arrangements for non-catered rentals and special events will be the responsibility of the District. On a regular basis, the Park District will report to the Concessionaire when these events take place. If the Concessionaire wishes to utilize an area reserved for a District function, it may request in writing that the District attempt to find another location. If another facility is not available or suitable for the District function it shall stay at the original location.

E. Exempt Rental and Special Events. The District will provide the Concessionaire, once a year, with a list of events that shall be exempt from utilizing the Concessionaire's services. These events are golf outings used as fundraisers for non-for-profit organizations. In terms of this agreement, no more than four (4) such functions per year shall be booked by the District. Upon approval of the Director of Golf, the Concessionaire may open for business during an exempt event.

F. District-sponsored Rentals and Special Events. The Concessionaire will exclusively coordinate all District rentals and special events where food and/or beverages are served at the Food Service Facilities excluding Exempt Events specified in Section 3.1.E.

G. Facility Supervision. During regular golf season operating hours, Mt. Prospect Golf Club employees will be on duty to assist patrons and lock the Clubhouse. During evening events after the Pro Shop has closed, the Concessionaire will be responsible for Clubhouse supervision and securing the Food Service Facilities and Clubhouse at the conclusion of the event in accordance with Section 3.1C.

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

H. Compliance with Laws, Policies and Programs. In connection with the conduct of the concession operations, the Concessionaire shall promptly comply with and faithfully observe all federal, state and local laws, ordinances, regulations, orders or directions (including without limitation fire, building, health and sanitation codes and regulations) as to the safety of the premises, sanitation and purity of foods and beverages or otherwise. In addition, the Concessionaire agrees to comply with all local liquor codes and provide up to date copies of B.A.S.S.E.T. training certificates to the District for every concession employee serving alcohol. Also, employees must comply with all rules and regulations of the District as communicated by District to Concessionaire in writing.

I. Condition of Food Service Facilities and Equipment. Concessionaire agrees to keep the Food Service Facilities and equipment (“District’s Equipment” as defined in Section 4.1) neat, clean and in a sanitary condition and to follow all reasonable directions of the District with respect thereto. Concessionaire shall cleanse, disinfect and deodorize the Food Service Facilities and shall promptly deposit in covered receptacles all waste, garbage and refuse which may accumulate in the Food Service Facilities all in accordance with industry standards. Concessionaire shall remove all such waste, garbage and refuse from the Clubhouse periodically during each day of operations and place it in receptacles designated by the District.

### 3.2 Sale of Food and Beverage Items

A. General. Concessionaire covenants that it shall at all times have available for sale sufficient quantities and varieties of the items and shall provide sufficient and competent trained personnel to effect sales thereof. All food and beverage items sold by Concessionaire shall be pure and wholesome and of a high quality. Concessionaire shall post the rates, prices and advertising for food and beverage items in such places at Clubhouse as the District may designate.

B. Vending Machines. The Concessionaire will be responsible for the vending machines located on the golf course.

C. Delivery of Concession Items. All deliveries of food and beverage items and any other items sold or used in connection with the concession operations shall be made only during regular hours of operation and only at the east kitchen delivery door. Concessionaire shall use its best efforts to minimize the disruptions and amount of traffic in the Clubhouse, which could result from numerous deliveries inside the Clubhouse. All items shall be stored inside the Clubhouse in a manner satisfactory to the District.

### 3.3 Employees and Agents.

A. Concessionaire Employees. The Concessionaire shall provide the Director of Golf with a list of employees. This list shall include the names, addresses and phone numbers of the

employees. The employees will be required to wear proper identification and uniform as mutually agreed upon by both parties, which distinguishes the Concessionaire employees from the District staff. The Concessionaire is required to have at least one employee twenty-one (21) years of age or older on duty at the Clubhouse at all times during the hours of operation and all employees of Concessionaire will comply with local and state liquor sale regulations.

B. Conduct and Supervision of Employees and Agents. Concessionaire agrees that it will train, closely supervise, and regulate all persons employed by it in the conduct of its business so that they are aware of, and continuously practice, high standards of cleanliness, safety, courtesy and service. If any Concessionaire employee fails to perform his or her duties, the Concessionaire shall take appropriate action to discipline such employee. The Concessionaire agrees that the District shall have the right at any time upon written notice to the Concessionaire to require the Concessionaire to replace any employee within a reasonable period of time following such notice. In the event that the Concessionaire is not accessible at the Clubhouse, the Director of Golf Operations shall have authority (but no duty) to decide matters regarding conduct and supervision of Concessionaire employees.

C. Cooperation with Other Employees. Concessionaire acknowledges that District employees and agents may concurrently use the Food Service Facilities and agrees to cause its employees to cooperate in their concurrent use of the Food Service Facilities of the Clubhouse facilities with employees and agents of the District.

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

E. Concessionaire is an Independent Contractor. It is the intention of the parties to create a non-exclusive independent contractor relationship. Concessionaire may engage in other business activities and provide similar services to other entities and businesses. Concessionaire agrees not to hold itself out as an agent, employee or joint employee of the District to members of the public. Concessionaire acknowledges and agrees that Concessionaire is solely responsible to pay

all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of Concessionaire and those employees employed by Concessionaire. Concessionaire acknowledges and agrees that Concessionaire and its employees are not entitled to any benefits or protections afforded employees of the District or bound by any obligations of employees of the District. Concessionaire understands and fully agrees that Concessionaire and its employees will not be covered under provisions of the unemployment compensation insurance of the District or the workers' compensation insurance of the District and that any injury or property damage on the job will be Concessionaire's sole responsibility and not the District's. Also, it is understood that Concessionaire and its employees are not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the District and therefore, Concessionaire will be solely responsible for Concessionaire's own actions, and that of Concessionaire's employees and agents. The District will in no way defend Concessionaire in matters of liability.

#### 3.4 Miscellaneous

A. Reporting Defects in Food Service Facilities. Concessionaire shall immediately report in writing to the District any observable defects in or about the Food Service Facilities which would foreseeably lead to personal injury or further property damage. Concessionaire shall at all times be alert to detection of such defects and shall report them promptly upon observation.

B. Emergency Situations. If the Concessionaire becomes aware of any act of vandalism or of any casualty, or of any other condition involving imminent danger of loss of life or injury to persons or public property, the Concessionaire shall immediately report same to the Park District's Director of Golf Operations.

If Concessionaire or its employees are at the Food Service Facilities at the time of the occurrence of any emergency situation, Concessionaire shall take whatever steps are reasonably necessary to protect the District and its property.

C. Emergency AED Training. Concessionaire must participate in bi-annual training of supervisory employees in CPR and AED or as otherwise required by law. An AED unit will be

located in the lobby of the Clubhouse. The District will provide a list of training classes available to them.

#### ARTICLE IV

##### FOOD SERVICE EQUIPMENT

4.1 Equipment – General. In connection with the conduct of the concession operations, the District agrees to provide and make available to Concessionaire certain equipment and other items (the “District’s Equipment”). All other utensils, equipment and other items necessary or appropriate to conduct the concession operations (the “Concessionaire Equipment”) shall be provided by Concessionaire. As used in this agreement, the District’s equipment and the Concessionaire’s equipment are collectively referred to as the “Food Service Equipment”. The District shall retain the right at any time to alter, replace, relocate, dispose of or reserve for its own use, any particular District equipment so long as the total food service equipment remains reasonably adequate for the exercise from time to time of Concessionaire’s rights and privileges hereunder. It is agreed that if the District causes Concessionaire to relocate any of the Concessionaire’s equipment in accordance with the foregoing, the costs of such shall be fully reimbursed by the District. Concessionaire will be provided an annual itemized list of District Equipment.

#### 4.2 Preventive Maintenance and Repairs.

A. Payment. All District-owned furniture and food service equipment in the Clubhouse is available for use by the Concessionaire. The District will pay for any routine repairs needed on this equipment. The Concessionaire will need to pay for repairs that are caused by negligence of the Concessionaire’s employees. The Concessionaire is allowed to install new equipment and remove the same equipment at the conclusion of this agreement with prior approval from the District. Any equipment that is to be added must first be approved by the District.

B. Replacement of Food Service Equipment. If the Concessionaire determines that any of the existing District equipment requires replacement, the Concessionaire will submit a written notification of its determination along with an estimate of the cost of the replacement. A meeting to discuss the need, financing and ownership of the replacement will take place between the Concessionaire and the District.

C. Replacement of Food Service Equipment due to Negligence. The Concessionaire will be responsible for all such repairs of, and replacements to, the Concessionaire's equipment, except that each party shall be responsible for repairs of, and replacements to any food service equipment where such repairs or replacements are necessitated by the negligent or willful act of such party or its employees or agents.

#### 4.3 Food Service Facilities and Clubhouse Maintenance.

A. District Responsibilities. The District will be responsible for all exterior cleaning and maintenance of the Clubhouse as well as the interior of the pro shop, foyer/entrance area, basement, locker rooms and washrooms. In addition, the District will be responsible for any structural repairs that are required by state or local laws, codes, rules or regulations.

B. Concessionaire Responsibilities. The Concessionaire will be responsible for maintaining and cleaning all areas of the Food Service Facilities. Meeting all sanitation requirements and the requirements of all applicable laws will be the sole responsibility of the Concessionaire.

#### 4.4 Security.

A. Theft or Damage. The District assumes no responsibility to Concessionaire and Concessionaire hereby releases the District, its employees, agents and representatives, from any liability with respect to the loss, disappearance or theft of, or damage or casualty to, any property (including money) of Concessionaire or its employees or agents located in or being brought into or out of the Clubhouse.

B. Clubhouse. If Concessionaire chooses to stay open after the Clubhouse and pro shop have closed or beyond the time that the Food Service Facilities are scheduled to close, it will be the Concessionaire's responsibility to lock and secure the outside doors, dining area, kitchen, storage rooms, banquet tent and foyer of the Clubhouse. The Concessionaire is also responsible for activating the alarm panel at the Clubhouse front door. The premises must be vacated and secured per Article III, 3.1 C.



4.5 Signage, Displays and Advertising. Concessionaire agrees that all signage and displays, and the contents and graphics thereof, to be utilized by Concessionaire at or around the Food Service Facilities, and any merchandise or advertisement bearing the name of or any reference to the District or the Clubhouse, shall be subject to the prior approval of the District, which may be granted or denied in the District's sole discretion. All such signage and displays shall be installed and maintained at Concessionaire's sole cost and expense.

4.6 Utilities. All utilities (with the exception of telephone, merchant services and internet service, for which the Concessionaire shall independently contract and the expense of which shall be the sole responsibility of the Concessionaire), including but not by way of limitation, all electrical, gas, water, sewer, rodent extermination, garbage disposal, television cable service and security system shall be billed to the District.

#### ARTICLE V

##### LICENSE FEE

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

#### ARTICLE VI

##### TERMINATION

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

A. Upon written notice delivered to the District by the Concessionaire in the event that the District breaches, in any material aspect, any of its obligations hereunder and such breach has not been cured for a period of thirty (30) days following the date that notice detailing such breach is delivered to the District by Concessionaire.

B. Upon thirty (30) days prior written notice delivered by the District to Concessionaire, for any reason or no reason.

C. Concessionaire agrees that in the event Concessionaire fails to fulfill any of the provisions stipulated in this Agreement, the District may terminate the Agreement immediately and, at its option, without waiving any of its other rights, the District may hire such persons and equipment and enter into such contracts as it may deem necessary to perform the work described herein.

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

## ARTICLE VII

### INDEMNIFICATION AND INSURANCE

7.1 Indemnity. Concessionaire agrees to save, defend, hold harmless and indemnify the Park District and each of its Commissioners, officers, directors, agents, employees, volunteers, and invitees (the "Park District Parties") from and against any and all suits, claims, losses, damages and expenses (including attorneys' fees, paralegal fees' and court costs) that are based upon, or that arise or are alleged to have arisen out of, (i) the Concession Operations or the use of the premises or of any business or activity thereon, or any work or thing whatsoever done, or condition created in or about the premises during the use, (ii) any act, omission, wrongful act or negligence of Concessionaire or any agents, servants or employees of Concessionaire or any of its contractors or subcontractors (collectively the "Concessionaire Parties"); (iii) any accident, injury or damage whatsoever occurring in or at the premises regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Concessionaire shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Concessionaire's breach of any of its obligations under, or Concessionaire's default of, any provision of the Contract.

7.2 Insurance Requirements. The Concessionaire shall not commence work under the Agreement until it has obtained the insurance required by Section 7.3 below and has provided the District with the requisite Certificates of Insurance naming the District as additionally insured.

7.3 Insurance Coverage. Concessionaire shall maintain in force at all times during the initial Term and any extension or renewal thereof at its expense the following insurance, it being understood that the District shall have the right to reasonably require Concessionaire to adjust the coverage limits set forth below at any time:

A. Comprehensive – Commercial General Liability.

Concessionaire shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

If Concessionaire is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, liquor liability and Dram Shop liability coverage is also to be provided with a limit not less than \$2,000,000 per occurrence.

District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of User's insurance and shall not contribute with it.

B. Business Auto and Umbrella Liability Insurance.

Concessionaire shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Worker's Compensation.

Concessionaire shall maintain workers compensation and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the User waives all rights against District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the User's use of the premises.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to using premises, Concessionaire shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested.

Failure of District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to identify a deficiency from evidence that is provided shall not be construed as a waiver of User's obligation to maintain such insurance.

District shall have the right, but not the obligation, of prohibiting User from occupying the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of this use agreement at District's option.

User shall provide certified copies of all insurance policies required above within 10 days of District's written request for said copies.

## 2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

## 3. Cross-Liability Coverage

If User's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self Insured Retentions

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Concessionaire may be asked to eliminate such deductibles or self- insured retentions as respects the District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

7.4 Liquor License. The District shall secure and pay all costs for the Village of Mount Prospect and State of Illinois Liquor Licenses.

ARTICLE VIII

MISCELLANEOUS

8.1 Entire Agreement. This Agreement constitutes the entire agreement among the parties and supersedes all prior agreements, arrangements or understandings, whether written or oral pertaining to the subject matter hereof. This Agreement may not be amended or modified except in a writing signed by the District and Concessionaire.

8.2 No Waiver. Any failure by any party to require performance by any other party of any provision of this Agreement shall in no way affect the full right to require such performance at any time thereafter. No waiver by any party of a breach of any provision hereof shall constitute a waiver of any succeeding breach of the same or any other provision of this Agreement.

8.3 Governing Law. This Agreement is an Illinois contract and is governed by and enforceable in accordance with the internal laws of Illinois without regard to principles of choice of law.

8.4 No Joint Venture, etc. Nothing herein shall be deemed to create an agreement of joint venture, partnership, employer and employee or any other similar type of relationship, it being understood that Concessionaire shall be deemed an independent Concessionaire with respect to the District.

8.5 Assignment. Concessionaire shall not assign or encumber its interest in this Agreement or allow any other person to occupy or use all or any part of the Food Service Facilities of the District without first obtaining the District's written consent, which may be withheld in the District's sole and absolute discretion. No consent given by the District pursuant to this Section shall constitute a further waiver of the provisions of this Section.

8.6 Human Rights. The contractor to this public contract shall:

- (1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (2) Comply with the procedures and requirements of the Illinois Department of Human Rights (Department) regulations concerning equal employment opportunities and affirmative action;
- (3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;
- (4) Have a written Sexual Harassment Policy which complies with the provisions of 775 ILCS 5/2-105(a) 4, and is currently in full force and effect. A copy of this policy shall be provided to the District upon request.

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

Concessionaire

Mt. Prospect Park District

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

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

Authorized Agent

Executive Director

“Concessionaire”

“District”



**EXHIBIT 1**

LICENSE FEE

A. License Fee. The compensation of the District for the granting of the rights set forth herein to Concessionaire shall consist of an annual concession fee set forth below (“License Fee”).

Concession Term & Annual License Fee

Term: 3/1/2025 through 2/29/2028

Total Concession Fees for the Term will be divided into the following three (3) annual Concession Fees:

For the period of 3/1/2025 through 2/28/2026 - Annual License Fee: \_\_\_\_\_/year

For the period of 3/1/2026 through 2/28/2027 - Annual License Fee: \_\_\_\_\_/year

For the period of 3/1/2027 through 2/29/2028 - Annual License Fee: \_\_\_\_\_/year

A. Concession Fee Payment

The Annual License Fee for each annual period may be paid to the District in four (4) equal payments with such payments to be made, respectively on or before, May 15, June 15, September 1, and October 15th.

B. Late Charge

Concessionaire shall pay a penalty of twenty-five dollars (\$25.00) per day for each day the Concession Fee is late. The penalty in the preceding sentence shall be in addition to the Concession Fee.



January 15, 2025

## FINANCIAL ADVISORS REPORT for December 24

### **Golf Report**

2024 revenue was \$2.3 million, up 4% over last year. Expenditures are \$1.8 million, an increase of 8%. The net for 2024 of \$466,852 is down 8.4% from last year. Increases in part-time hourly wages, benefits and new contractual charges are additional cost factors this year.

### **Rec Programs**

2024 Rec program revenues are \$2,637,989 and up \$161,998 (6.5%) from last year.

### **Childcare Programs**

Revenues for Childcare programs for 2024 are \$1,147,635 and up 5.3% overall from last year. Kids Klub (up 3%) and Preschool (up 13%). Day Camp registration (up 7%).

### **Recplex Facility Report**

Recplex facility 2024 revenue is \$515,624 and up \$35,166 or 7% from last year.

### **Pools Report**

All three pool revenues for 2024 are \$853,709 and up \$58,200 from last year. The 2024 net cost of operations is \$238,324.

### **Central Programs**

Central program revenues for 2024 are \$326,691 and up \$37,031 or 12.8% from last year.

### **Central Facility Revenue**

Central facility overall revenues for 2024 are \$448,078. Facility overall revenues are up \$7,277 or 1.65% from last year.



MOUNT PROSPECT PARK DISTRICT  
**SUMMARY - ALL FUNDS**  
 For Twelve Months Ended 12/31/2024

100% of Calendar Year

ACCOUNT NAMES	TOTALS	CORP.	REC.	LIAB	INS.	SOCIAL SEC	NWSRA	IMRF	CONSERV.	PAV/LIGHT	DEBT SRV	INT SERV.	NON BOND CAP PROJ	BOND CAP PROJ
BEGINNING BALANCE	21,095,287	2,795,926	6,946,794	496,625		352,457	843,339	39,068	601,308	179,737	764,186	58,734	28,932	8,046,915
REVENUES:														
PROPERTY TAXES	12,266,152	2,835,596	1,720,157	1,139,346		518,401	762,243	583,028	867,918	107,657	3,731,807	-	-	-
REPLACEMENT TAXES	280,236	75,664	204,572	-	-	-	-	-	-	-	-	-	-	-
RENTAL	1,072,395	79,769	899,105	-	-	-	-	-	93,521	-	-	-	-	-
PASSES /USER FEES	953,279	-	953,279	-	-	-	-	-	-	-	-	-	-	-
DAILY /USER FEES	1,763,542	-	1,763,542	-	-	-	-	-	-	-	-	-	-	-
PROGRAM FEES	3,720,072	-	3,662,696	-	-	-	-	-	57,376	-	-	-	-	-
CONCESSION SALES	105,781	-	91,445	-	-	-	-	-	14,336	-	-	-	-	-
GRANTS & SPONSORS	1,201,672	-	18,234	-	-	-	-	-	-	-	-	-	-	1,183,438
V/MC & OTHER	94,726	179,480	(134,824)	22,444	-	-	-	-	(3,656)	-	-	-	27,131	4,150
INTEREST	853,657	267,775	-	-	-	-	-	-	-	-	20,571	-	-	565,311
INT PROJ CHARGES	103,316	-	-	-	-	-	-	-	-	-	-	103,316	-	-
BRENTWOOD PROP. SALE	795,000	-	-	-	-	-	-	-	-	-	-	-	795,000	-
BOND PROCEEDS	4,032,635	-	-	-	-	-	-	-	-	-	1,863,515	-	-	2,169,120
<b>TOTAL REVENUE</b>	<b>27,242,463</b>	<b>3,438,284</b>	<b>9,178,206</b>	<b>1,161,791</b>		<b>518,401</b>	<b>762,243</b>	<b>583,028</b>	<b>1,029,495</b>	<b>107,657</b>	<b>5,615,893</b>	<b>103,316</b>	<b>822,131</b>	<b>3,922,019</b>
% of Budget	104%	110%	106%	100%		96%	98%	99%	99%	98%	99%	103%	n/a	
EXPENDITURES:														
FULL TIME SALARIES	4,251,822	1,445,095	2,176,429	157,961	-	-	-	-	472,337	-	-	-	-	-
PART TIME SALARIES	2,683,439	52,107	2,431,901	-	-	-	-	-	120,219	-	-	79,213	-	-
FRINGE BENEFITS	1,468,213	443,688	825,340	45,477	-	-	-	-	153,708	-	-	-	-	-
CONTRACTUAL SERVICES	1,507,284	427,161	927,415	50,536	-	-	-	-	40,913	-	30,000	360	-	30,900
COMMODITIES	1,130,651	246,902	817,849	-	-	-	-	-	68,921	-	-	(3,021)	-	-
CONCESSIONS	73,467	-	67,937	-	-	-	-	-	5,531	-	-	-	-	-
UTILITIES	839,048	211,554	568,577	-	-	-	-	-	58,916	-	-	-	-	-
INSURANCE	268,134	-	-	268,134	-	-	-	-	-	-	-	-	-	-
N W SPECIAL REC	364,109	-	-	-	-	-	364,109	-	-	-	-	-	-	-
RETIREMENT	876,111	-	-	-	520,678	-	-	355,433	-	-	-	-	-	-
ROLLOVER BONDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LONG TERM BONDS (Alt Rev)	5,475,193	-	-	-	-	-	-	-	-	-	5,475,193	-	-	-
LONG TERM REFI	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALES TAX/OTHER	9,418	-	8,035	-	-	-	-	-	1,383	-	-	-	-	-
CAPITAL PROJECTS:														
NON RECURRING PROJECTS	2,138,220	-	-	-	-	-	-	-	-	-	-	-	-	2,138,220
LAND	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EQUIP & VEHICLES	425,013	-	-	-	-	-	-	-	-	-	-	-	10,193	414,820
ADA IMPROV	668,935	-	-	-	-	-	668,935	-	-	-	-	-	-	-
BUILDINGS	1,760,444	-	-	-	-	-	-	-	-	-	-	-	-	1,760,444
POOLS	490,523	-	-	-	-	-	-	-	-	-	-	-	-	490,523
PARK IMPROV	3,999,769	-	-	-	-	-	-	-	-	205,318	-	-	5,978	3,788,473
<b>TOTAL EXPENDITURE</b>	<b>28,429,793</b>	<b>2,826,508</b>	<b>7,823,483</b>	<b>522,107</b>		<b>520,678</b>	<b>1,033,044</b>	<b>355,433</b>	<b>921,926</b>	<b>205,318</b>	<b>5,505,193</b>	<b>76,552</b>	<b>16,171</b>	<b>8,623,380</b>
% of Budget	83%	91%	91%	45%		88%	86%	91%	86%	98%	100%	90%	37%	71%
REVENUE OVER(UNDER)	(1,187,329)	611,775	1,354,723	639,683		(2,277)	(270,801)	227,595	107,569	(97,661)	110,700	26,764	805,960	(4,701,360)
ENDING FUND BALANCE	19,907,957	3,407,701	8,301,517	1,136,308		350,180	572,538	266,663	708,877	82,076	874,886	85,498	834,892	3,345,554

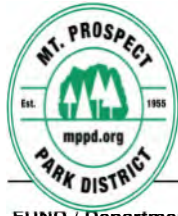
MOUNT PROSPECT PARK DISTRICT  
**RECREATION FUND by Department**  
For Twelve Months Ended 12/31/2024

ACCOUNT NAMES	TOTALS	ADMIN.	POOLS			GOLF COURSE	CONCESS -IONS	LIONS CENTER	RECPLEX CENTER	100% of Calendar Year		
			BIG SURF	MEADOWS	RECPLEX					REC PROGRAM	CENTRAL PROGRAM	CENTRAL ROAD BLD
BEGINNING FUND BALANCE	6,946,794		-	-	-	-	-	-	-	-	-	-
REVENUES												
TAXES	1,924,729	1,924,729	-	-	-	-	-	-	-	-	-	-
RENTAL	899,105	-	25,375	11,350	2,640	413,975	54,000	54,895	119,309	-	-	217,561
PASSES /USER FEES	953,279	-	38,521	89,864	125,806	238,075	-	2,520	338,308	-	-	120,185
DAILY /USER FEES	1,763,542	-	75,200	59,424	7,881	1,529,033	-	8,903	61,017	-	-	22,084
PROGRAM FEES	3,662,696	-	-	44,829	390,902	89,920	-	14,185	(90)	2,697,927	334,617	90,405
CONCESSION SALES	8,188	-	-	-	-	-	-	-	5,326	-	-	2,861
MERCHANDISE SALES	83,257	-	-	-	-	79,556	-	-	1,370	-	-	2,331
UTILITY RECOVERY	-	-	-	-	-	-	-	-	-	-	-	-
CORP SPONSORS	18,234	17,579	-	-	-	-	-	-	-	655	-	-
OTHER	(134,824)	774	-	-	(18,085)	(31,099)	-	(928)	(9,616)	(60,593)	(7,926)	(7,351)
TOTAL REVENUE	9,178,206	1,943,082	139,097	205,467	509,145	2,319,460	54,000	79,575	515,624	2,637,989	326,691	448,078
% of Budget	106%	93%	124%	107%	116%	116%	100%	176%	121%	103%	114%	104%
EXPENDITURES												
FULL TIME SALARIES	2,176,429	735,505	67,746	58,550	104,676	604,558	-	79,759	282,921	-	-	242,714
PART TIME SALARIES	2,431,901	64,147	72,653	152,358	282,697	446,440	-	73,975	267,722	854,711	31,799	185,399
FRINGE BENEFITS	825,340	228,964	25,649	18,110	33,540	278,701	-	17,871	147,473	-	-	75,031
CONTRACTUAL SERVICES	927,415	101,324	7,932	7,738	5,559	118,350	-	16,256	27,150	404,859	184,030	54,216
COMMODITIES	817,849	46,109	29,398	42,940	40,617	253,760	3,100	12,675	51,271	287,584	2,615	47,780
CONCESSIONS	-	-	-	-	-	-	-	-	-	-	-	-
MERCHANDISE	67,937	-	-	-	-	65,059	-	-	651	-	-	2,227
UTILITIES	568,577	49,307	13,627	81,359	46,682	78,696	6,920	26,847	197,185	-	-	67,954
SALES TAX/OTHER	8,035	-	-	-	-	7,044	-	-	555	-	-	436
TOTAL EXPENDITURES	7,823,483	1,225,356	217,006	361,055	513,772	1,852,608	10,020	227,384	974,928	1,547,154	218,444	675,756
% of Budget	91%	96%	86%	99%	89%	99%	96%	81%	78%	91%	100%	91%
REVENUE OVER(UNDER) EXP	1,354,723	717,726	(77,909)	(155,588)	(4,627)	466,852	43,980	(147,809)	(459,304)	1,090,835	108,247	(227,678)
ENDING FUND BALANCE	8,301,517	717,726	(77,909)	(155,588)	(4,627)	466,852	43,980	(147,809)	(459,304)	1,090,835	108,247	(227,678)
<b>\$ CHANGE FROM 2023 + (-)</b>												
REVENUE	394,573	(16,114)	24,512	(2,550)	36,238	89,061	3,000	20,768	37,285	157,460	37,030	7,882
EXPENDITURES	552,300	142,156	17,715	64,290	51,292	154,819	516	9,902	(32,225)	73,484	10,201	60,149
NET	(157,727)	(158,270)	6,797	(66,840)	(15,055)	(65,758)	2,484	10,867	69,510	83,976	26,829	(52,267)
<b>% CHANGE FROM 2023</b>												
REVENUE	4	(1)	n/a	n/a	8	4	n/a	35	8	6	13	2
EXPENDITURES	8	13	9	22	11	9	5	5	(3)	5	5	10



**MOUNT PROSPECT PARK DISTRICT  
YTD SUMMARY - ALL FUNDS  
For Twelve Months Ended 12/31/24**

ACCOUNT NAMES	2022 Actual	2023 Actual	2024 Actual	2024 Budget	% Change from 23	% Change from 22
BALANCE, Beginning - January 1	11,670,630	20,399,494	21,095,287	Operating +Capital		
<b>REVENUES:</b>						
PROPERTY TAXES	8,548,061	11,377,365	12,266,152	12,297,309	8%	43%
REPLACEMENT TAXES	573,929	477,459	280,236	505,000	-41%	-51%
RENTAL	839,947	1,022,783	1,072,395	914,742	5%	28%
PASSES /USER FEES	731,098	904,124	953,279	855,311	5%	30%
DAILY /USER FEES	1,523,614	1,668,359	1,763,542	1,506,642	6%	16%
PROGRAM FEES	2,922,943	3,475,772	3,720,072	3,505,426	7%	27%
CONCESSION SALES	92,170	119,913	105,781	102,188	-12%	15%
CORP SPONSORS & GRANTS	40,354	144,589	1,201,672	21,000	731%	2878%
OTHER	452,643	109,400	94,726	60,174	-13%	-79%
INTEREST	7,252	243,319	853,657	22,071	251%	11671%
INT PROJ CHARGES	310,000	100,000	103,316	100,000	3%	-67%
BRENTWOOD PROP SALE	0	0	795,000		n/a	n/a
BOND PROCEEDS - New Capital	8,427,385	0	0	0	n/a	n/a
BOND PROCEEDS - REFI Rate	0	0	0		n/a	n/a
BOND PROCEEDS - REFI Annual	1,844,980	2,513,518	4,032,635	1,852,116	60%	119%
<b>TOTAL REVENUE</b>	<b>26,314,376</b>	<b>22,156,601</b>	<b>27,242,463</b>	<b>21,741,979</b>	<b>23%</b>	<b>4%</b>
<b>EXPENDITURES:</b>						
FULL TIME SALARIES	3,713,269	3,921,284	4,251,822	4,463,797	8%	15%
PART TIME SALARIES	1,924,716	2,298,444	2,683,439	3,004,788	17%	39%
EMPLOYEE BENEFITS	1,387,522	1,378,558	1,468,213	1,600,700	7%	6%
CONTRACTUAL SERVICES	1,193,543	1,371,995	1,507,284	1,723,482	10%	26%
COMMODITIES	1,007,202	1,065,968	1,130,651	1,332,519	6%	12%
CONCESSIONS	58,138	74,603	73,467	68,177	-2%	26%
UTILITIES	733,637	817,068	839,048	874,783	3%	14%
INSURANCE	445,934	435,514	268,134	892,500	-38%	-40%
NW SPECIAL REC	295,807	363,308	364,109	444,026	0%	23%
RETIREMENT	1,233,948	1,162,382	876,111	977,816	-25%	-29%
SALES TAX	9,771	12,389	9,418	5,200	-24%	-4%
<b>DEBT SERVICE:</b>						
BONDS - Short Term	3,285,966	3,450,274	-	3,622,773	n/a	n/a
BONDS - LONG TERM	1,657,917	1,938,237	5,475,193	1,852,116	182%	230%
BONDS - CALLED	-	-	0		n/a	n/a
<b>CAPITAL PROJECTS:</b>						
FROM BOND FUNDS - New Capit.	633,765	30,700	-	-	n/a	n/a
FROM BOND FUNDS - Carryover	1,434,772	1,813,656	6,488,159	-	258%	352%
74 NON RECURRING PROJECTS			2,138,220			
ACCESSIBILITY - ADA	725,598	730,130	635,036	762,930	-13%	-12%
GOV DEALS	34,720	28,345	16,171	44,000	-43%	-53%
CONSERVATORY	372,927	52,748	-	0	n/a	n/a
PAV & LIGHT FUND	47,885	130,205	205,318	209,994	58%	329%
<b>TOTAL EXPENDITURE</b>	<b>20,197,037</b>	<b>21,075,808</b>	<b>28,429,793</b>	<b>21,879,601</b>	<b>35%</b>	<b>41%</b>
<b>REVENUE OVER(UNDER)</b>	<b>6,117,339</b>	<b>1,080,793</b>	<b>(1,187,330)</b>	<b>(137,622)</b>		
<b>BALANCE, Ending</b>	<b>17,787,969</b>	<b>21,480,287</b>	<b>19,907,957</b>			



**MT PROSPECT PARK DISTRICT  
DEPARTMENTAL EXPENDITURE ANALYSIS  
FOR THE 12 MONTHS ENDED 12-31-24**

92% OF CALENDAR YEAR

<b>FUND / Department</b>	'24 Y.T.D. Actual	2024 Budget	Y.T.D. as % of '24 Budget	'23 Y.T.D. Actual	Y.T.D. % of '23 Y.T.D.	Projected 2024	Proj % of '24 Bud	% Inc '24 Bud Over '23 Bud
<b>GENERAL FUND</b>								
Administration	918,621	1,065,445	86%	881,065	104%	918,621	86%	8%
Maintenance	1,256,911	1,335,467	94%	1,209,294	104%	1,256,911	94%	1%
Motor Pool	262,852	265,808	99%	236,255	111%	262,852	99%	3%
Buildings	371,402	398,411	93%	245,035	152%	371,402	93%	45%
Studio at Melas	16,724	28,025	60%	16,595	101%	16,724	60%	3%
Total	2,826,508	3,093,156	91%	2,588,244	109%	2,826,509	91%	8%
<b>RECREATION FUND</b>								
Administration	1,225,356	1,279,579	96%	1,073,402	114%	1,225,356	96%	2%
Big Surf	217,006	252,669	86%	197,244	110%	217,006	86%	3%
Meadows Pool	361,055	364,683	99%	295,057	122%	361,055	99%	4%
Recplex Pool	513,772	578,477	89%	455,933	113%	513,772	89%	8%
Golf Course	1,852,608	1,877,850	99%	1,720,858	108%	1,852,608	99%	2%
Concessions	10,020	10,480	96%	9,089	110%	10,020	96%	-11%
Lions Center	227,384	279,361	81%	209,599	108%	227,384	81%	22%
Recplex Center	974,928	1,251,846	78%	984,636	99%	974,928	78%	9%
Rec Programs	1,547,154	1,700,832	91%	1,420,526	109%	1,547,154	91%	13%
Central Programs	218,444	217,861	100%	169,552	129%	218,444	100%	68%
Central Road	675,756	742,138	91%	600,726	112%	675,756	91%	13%
Total	7,823,483	8,555,776	91%	7,136,622	110%	7,823,483	91%	8%



100.0% of Calendar Year

**2024 Budget vs. Actual**  
For the Year Ended December 31, 2024

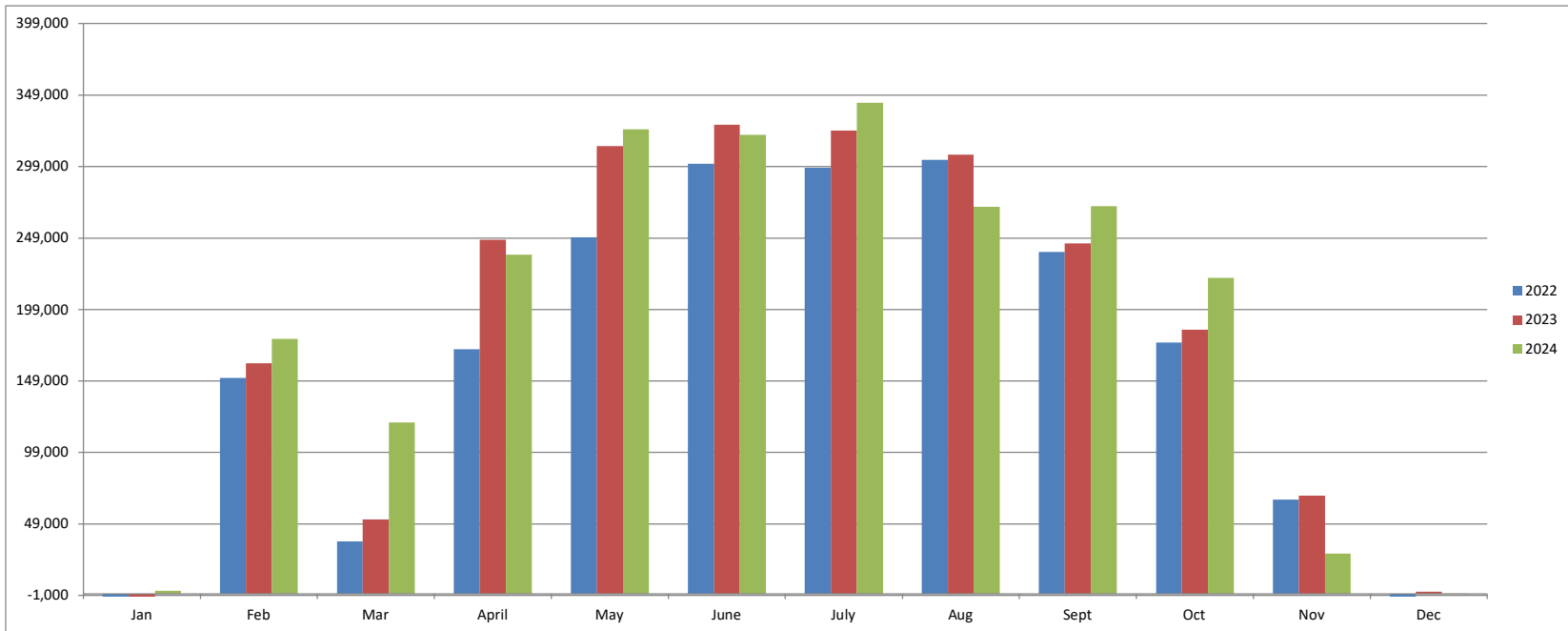
	November YTD		December		December Year		Year	% of	Annual	% of
	Budget	Actual	Budget	Actual	Budget	Actual	LastYr	Last Yr	Budget	Budget
<b>REVENUES:</b>										
RENTALS	371,500	413,975	-	-	371,500	413,975	402,338	103%	371,500	111%
PASSES /USER FEES	235,990	238,075	-	-	235,990	238,075	241,431	99%	235,990	101%
DAILY /USER FEES	1,290,497	1,536,626	78	(7,593)	1,290,575	1,529,033	1,439,029	106%	1,290,575	118%
PROGRAM FEES	72,500	82,458	-	7,462	72,500	89,920	92,672	97%	72,500	124%
MERCHANDISE SALES	65,633	78,855	(633)	701	65,000	79,556	78,880	101%	65,000	122%
OTHER	(26,937)	(30,735)	(2,063)	(364)	(29,000)	(31,099)	(23,952)	130%	(29,000)	107%
<b>TOTAL REVENUE</b>	<b>2,009,183</b>	<b>2,319,254</b>	<b>(2,618)</b>	<b>206</b>	<b>2,006,565</b>	<b>2,319,460</b>	<b>2,230,398</b>	<b>104%</b>	<b>2,006,565</b>	<b>116%</b>
<i>LastYr</i>		<b>2,228,825</b>		<b>1,573</b>		<b>2,230,398</b>			<b>1,983,841</b>	<b>112%</b>
<b>EXPENDITURES:</b>										
FULL TIME SALARIES	564,626	554,074	43,135	50,484	607,761	604,558	640,086	94%	607,761	99%
PART TIME SALARIES	442,151	433,176	18,969	13,264	461,120	446,440	331,324	135%	461,120	97%
FRINGE BENEFITS	297,939	277,529	2,916	1,172	300,855	278,701	265,158	105%	300,855	93%
CONTRACTUAL SERVICES	119,959	113,119	7,068	5,231	127,027	118,350	98,652	120%	127,027	93%
COMMODITIES	221,654	241,100	21,166	12,660	242,820	253,760	239,177	106%	242,820	105%
MERCHANDISE	49,334	64,909	666	150	50,000	65,059	60,651	107%	50,000	130%
UTILITIES	73,717	66,910	9,350	11,786	83,067	78,696	78,770	100%	83,067	95%
SALES TAX/OTHER	4,972	6,808	228	236	5,200	7,044	7,040	100%	5,200	135%
<b>TOTAL EXPENDITURES</b>	<b>1,774,352</b>	<b>1,757,625</b>	<b>103,498</b>	<b>94,983</b>	<b>1,877,850</b>	<b>1,852,608</b>	<b>1,720,858</b>	<b>108%</b>	<b>1,877,850</b>	<b>99%</b>
<i>LastYr</i>		<b>1,607,489</b>		<b>113,369</b>		<b>1,720,858</b>			<b>1,576,274</b>	<b>109%</b>
REVENUE OVER(UNDER) EXP	234,831	561,629	(106,116)	(94,777)	128,715	466,852	509,540		128,715	



### GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by Year

2022			2023			2024			YTD	Annual	
Month	YTD		Month	YTD		Month	YTD		Actual	Budget	
Jan	(4,592)	(4,592)	Jan	(4,238)	(4,238)	Jan	2,091	2,091			
Feb	151,220	146,628	Feb	161,321	157,083	Feb	178,473	180,564			
Mar	36,818	183,446	Mar	52,182	209,265	Mar	120,020	300,584			
April	171,193	354,639	April	247,792	457,057	April	237,342	537,926			
May	249,605	604,244	May	313,152	770,209	May	324,913	862,839			
June	301,067	905,311	June	328,356	1,098,565	June	321,272	1,184,111			
July	298,167	1,203,478	July	324,079	1,422,644	July	343,691	1,527,802			
Aug	303,779	1,507,257	Aug	307,307	1,729,951	Aug	270,755	1,798,557			
Sept	239,377	1,746,634	Sept	245,173	1,975,124	Sept	271,298	2,069,855			
Oct	175,918	1,922,552	Oct	184,948	2,160,072	Oct	221,061	2,290,916			
Nov	66,137	1,988,689	Nov	68,753	2,228,825	Nov	28,338	2,319,254			
Dec	(4,848)	1,983,841	Dec	1,573	2,230,398	Dec	206	2,319,460			
<b>Budget</b>		<b>1,966,278</b>			<b>1,946,381</b>			<b>2,006,565</b>	<b>2,319,460</b>	<b>2,006,565</b>	
									<b>Revenue</b>	<b>2,319,460</b>	<b>2,006,565</b>
									<b>Expenditures</b>		
									Full Time	604,558	607,761
									Part Time	446,440	461,120
									Benefits	278,701	300,855
									Contractual	118,350	127,027
									Commodities	318,819	292,820
									Utilities	85,740	88,267
										<b>1,852,608</b>	<b>1,877,850</b>
									<b>Net</b>	<b>466,852</b>	<b>128,715</b>





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

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	Change From 2023	Change From 2022
<b>REVENUES:</b>						
RENTALS	380,795	363,461	402,338	413,975	3%	14%
PASSES /USER FEES	221,825	212,317	241,431	238,075	-1%	12%
DAILY /USER FEES	1,446,212	1,340,731	1,439,029	1,529,033	6%	14%
PROGRAM FEES	76,208	79,859	92,673	89,920	-3%	13%
MERCHANDISE SALES	54,490	65,784	78,881	79,556	1%	21%
OTHER	(63,655)	(78,311)	(23,952)	(31,099)	30%	-60%
<b>TOTAL REVENUE</b>	<b>2,115,875</b>	<b>1,983,841</b>	<b>2,230,400</b>	<b>2,319,460</b>	<b>4%</b>	<b>17%</b>
% of Budget	112%	101%	115%	116%		
<b>EXPENDITURES:</b>						
FULL TIME SALARIES	630,506	523,613	640,086	604,558	-6%	15%
PART TIME SALARIES	265,432	290,633	331,324	446,440	35%	54%
FRINGE BENEFITS	251,151	237,066	265,158	278,701	5%	18%
CONTRACTUAL SERVICES	67,594	86,562	98,652	118,350	20%	37%
COMMODITIES	212,983	221,336	239,175	253,760	6%	15%
MERCHANDISE	35,204	47,164	60,651	65,059	7%	38%
UTILITIES	85,636	74,378	78,770	78,696	0%	6%
SALES TAX/OTHER	4,868	5,883	7,040	7,044	0%	20%
<b>TOTAL EXPENDITURES</b>	<b>1,553,374</b>	<b>1,486,635</b>	<b>1,720,856</b>	<b>1,852,608</b>	<b>8%</b>	<b>25%</b>
% of Budget	91%	85%	93%	99%		
REVENUE OVER(UNDER) EXP	562,501	497,206	509,544	466,852		
BUDGET REVENUE	1,892,550	1,966,278	1,946,381	2,006,565		
BUDGET EXPENSE	1,711,076	1,741,320	1,845,426	1,877,850		



**Golf Course Department by Function  
For The Twelve Months Ended 12-31-2024**

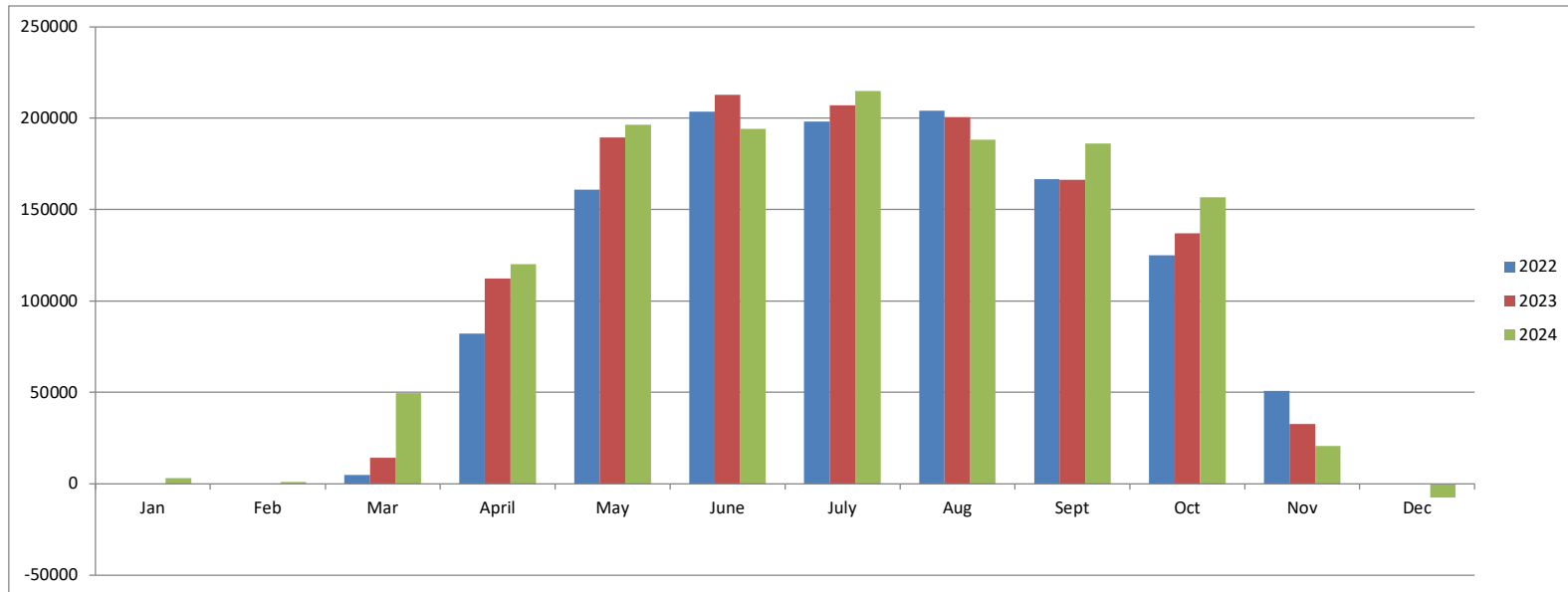
ACCOUNT NAMES

	TOTALS	PRO SHOP	MAINT.	SALES	RANGE	LESSONS	EVENTS	GC COMM.
<b>REVENUES:</b>								
RENTAL	413,975	414,243	-	-	-	-	-	(268)
PASSES /USER FEES	238,075	238,075	-	-	-	-	-	-
DAILY /USER FEES	1,529,033	1,334,031	-	-	195,001	-	-	-
PROGRAM FEES	89,920	700	-	-	-	69,420	19,800	-
MERCHANDISE SALES	79,556	-	-	79,556	-	-	-	-
OTHER	(31,099)	(31,099)	-	-	-	-	-	-
SPONSORSHIPS	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>2,319,460</b>	<b>1,955,951</b>	<b>-</b>	<b>79,556</b>	<b>195,001</b>	<b>69,420</b>	<b>19,800</b>	<b>(268)</b>
% of Budget	116%	112%	n/a	122%	150%	116%	165%	n/a
<b>EXPENDITURES:</b>								
FULL TIME SALARIES	604,558	178,612	353,172	-	-	9,325	-	63,448
PART TIME SALARIES	446,440	182,762	241,750	-	-	18,175	-	3,753
FRINGE BENEFITS	278,701	42,616	201,523	-	-	1,799	-	32,763
CONTRACTUAL SERVICES	118,350	65,621	17,992	-	-	17,514	-	17,223
COMMODITIES	253,760	10,169	192,431	206	14,516	5,387	23,379	7,673
MERCHANDISE	65,059	-	-	65,059	-	-	-	-
UTILITIES	78,696	13,008	34,277	-	-	-	-	31,410
SALES TAX	7,044	-	-	7,044	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,852,608</b>	<b>492,789</b>	<b>1,041,145</b>	<b>72,309</b>	<b>14,516</b>	<b>52,201</b>	<b>23,379</b>	<b>156,271</b>
% of Budget	99%	103%	95%	130%	121%	126%	195%	86%
REVENUE OVER(UNDER) EXP	466,852	1,463,162	(1,041,145)	7,248	180,485	17,219	(3,579)	(156,539)
<b>CHANGE FROM LAST YR + (-)</b>								
REVENUE	89,061	51,968	-	676	39,488	2,183	(4,986)	(268)
EXPENDITURES	154,819	16,513	113,672	4,784	3,522	16,195	2,936	(2,803)
NET	(65,758)	35,455	(113,672)	(4,108)	35,966	(14,012)	(7,922)	2,535
<b>% CHANGE FROM LAST YEAR</b>								
REVENUE	4	3	n/a	1	25	3	(20)	n/a
EXPENDITURES	9	3	12	7	32	45	14	(2)

## MT Prospect Park District Golf Course Green Fees

Revenue Recap by yr:

	2022		2023		2024				
	Month	YTD	Month	YTD	Month	YTD			
Jan	-	-	Jan	-	Jan	3,006	3,006	22 Budget	1,165,000
Feb	-	-	Feb	-	Feb	932	3,938	23 Budget	1,150,500
Mar	4,717	4,717	Mar	14,168	Mar	49,381	53,319	24 Budget	1,150,000
April	82,012	86,729	April	112,214	April	120,054	173,373		
May	160,831	247,560	May	189,551	May	196,330	369,703		
June	203,453	451,013	June	212,846	June	194,063	563,767		
July	198,166	649,178	July	207,148	July	215,086	778,853		
Aug	204,039	853,217	Aug	200,626	Aug	188,264	967,117		
Sept	166,487	1,019,704	Sept	166,148	Sept	186,168	1,153,284		
Oct	125,022	1,144,726	Oct	137,099	Oct	156,620	1,309,904		
Nov	50,849	1,195,576	Nov	32,711	Nov	20,552	1,330,456		
Dec	47	1,195,622	Dec	-	Dec	(7,462)	1,322,995		

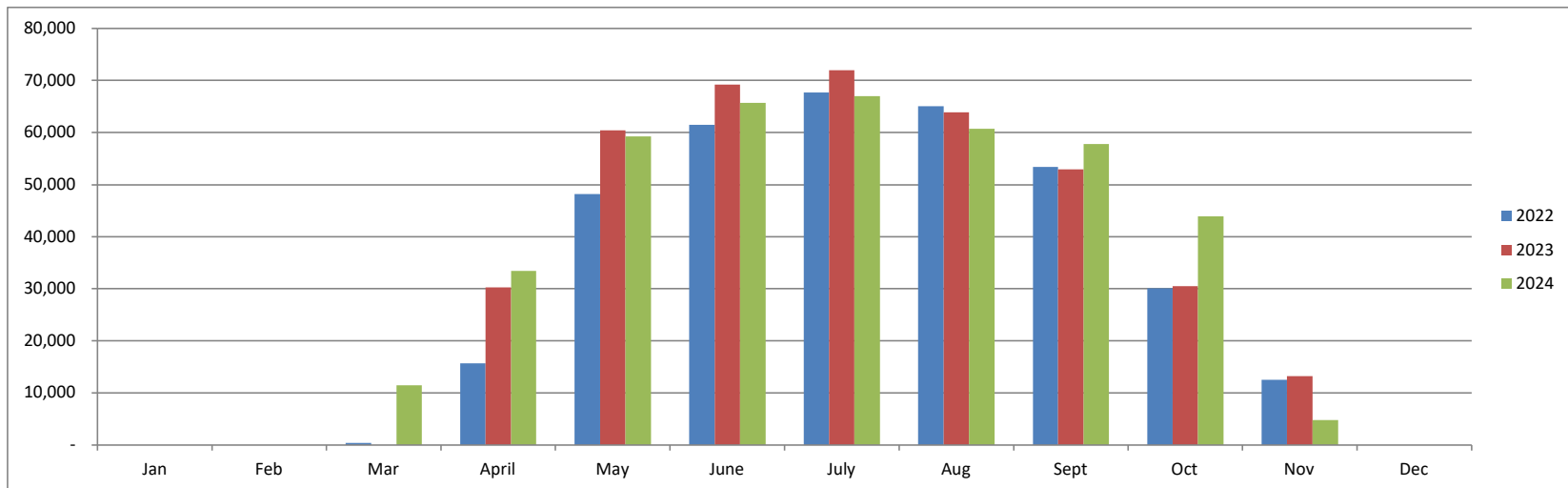




## Golf Course Power Cart Rental

Revenue Recap by Year

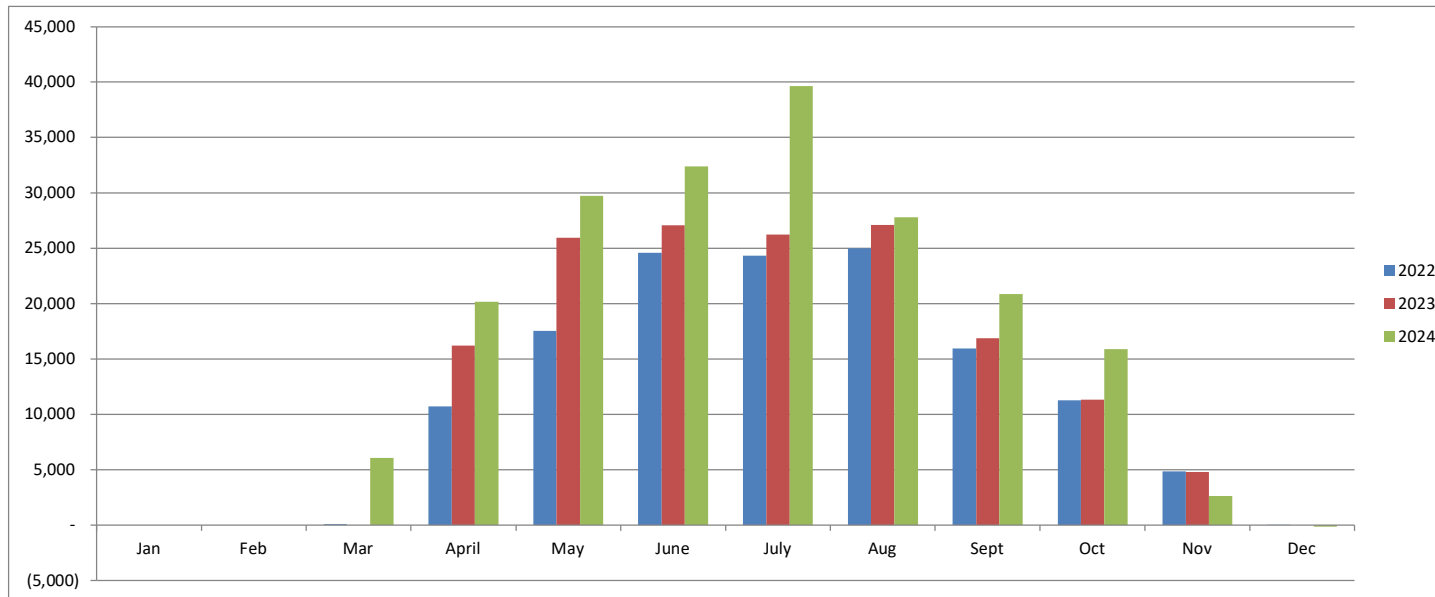
2022			2023			2024				
Month	YTD		Month	YTD		Month	YTD			
Jan	0	0	Jan	0	0	Jan	0	0	22 Budget	361,600
Feb	0	0	Feb	0	0	Feb	0	0	23 Budget	370,000
Mar	424	424	Mar	-	-	Mar	11,517	11,517	24 Budget	371,500
April	15,697	16,121	April	30,264	30,264	April	33,428	44,946		
May	48,155	64,276	May	60,382	90,646	May	59,200	104,146		
June	61,486	125,762	June	69,197	159,843	June	65,693	169,839		
July	67,682	193,444	July	71,931	231,774	July	66,983	236,822		
Aug	65,065	258,509	Aug	63,892	295,665	Aug	60,772	297,594		
Sept	53,372	311,880	Sept	52,932	348,597	Sept	57,799	355,393		
Oct	30,075	341,955	Oct	30,495	379,092	Oct	43,880	399,273		
Nov	12,516	354,471	Nov	13,215	392,307	Nov	4,749	404,022		
Dec	-	354,471	Dec	-	392,307	Dec	-	404,022		



## Mount Prospect Park District Golf Course Driving Range Revenue

Revenue Recap by yr:

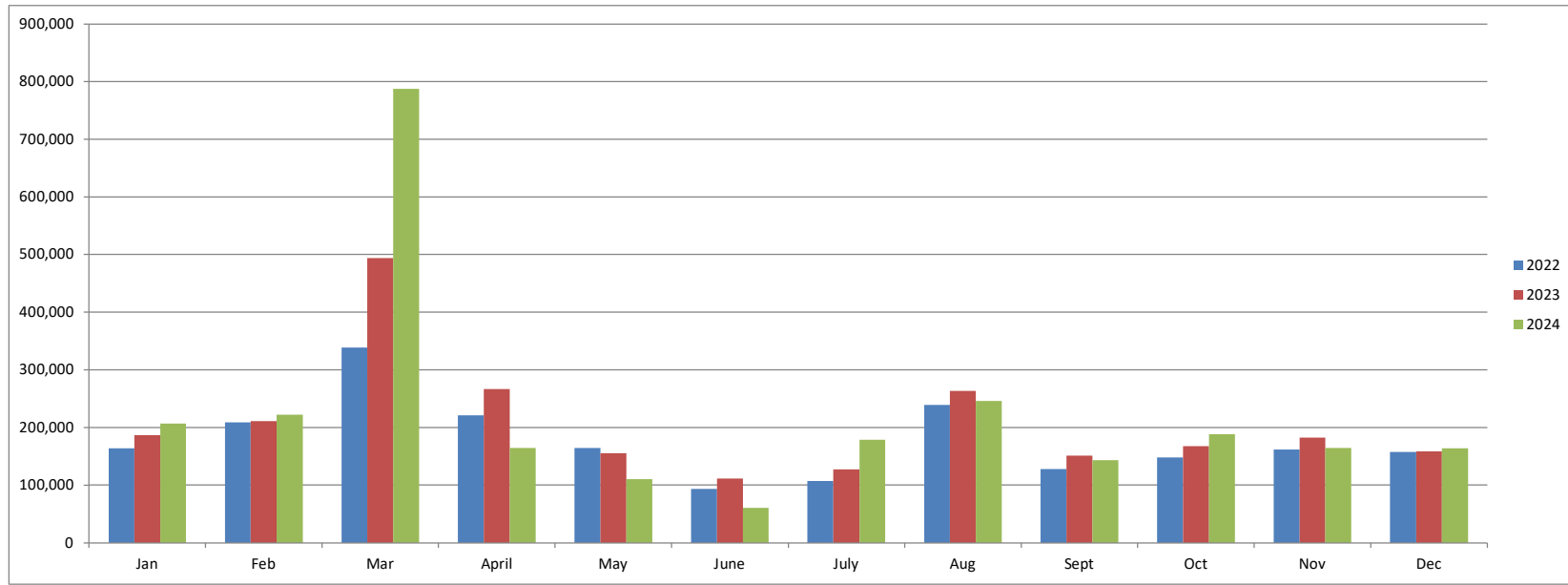
	2022		2023		2024			
	Month	YTD	Month	YTD	Month	YTD		
Jan	-	-	Jan	-	Jan	-	22 Budget	114,300
Feb	-	-	Feb	-	Feb	-	23 Budget	118,000
Mar	96	96	Mar	-	Mar	6,066	24 Budget	130,000
April	10,690	10,786	April	16,186	April	20,155		
May	17,535	28,321	May	25,949	May	29,754		
June	24,600	52,921	June	27,072	June	32,385		
July	24,360	77,280	July	26,228	July	39,630		
Aug	25,008	102,289	Aug	27,088	Aug	27,788		
Sept	15,950	118,239	Sept	16,844	Sept	20,855		
Oct	11,295	129,534	Oct	11,349	Oct	15,890		
Nov	4,866	134,400	Nov	4,797	Nov	2,611		
Dec	35	134,435	Dec	-	Dec	(131)		



## MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

2022			2023			2024			YTD	Annual					
Month	YTD		Month	YTD		Month	YTD		Actual	Budget					
Jan	163,615	163,615	Jan	186,710	186,710	Jan	206,660	206,660	Revenue	2,637,989	2,549,826				
Feb	208,904	372,519	Feb	210,814	397,524	Feb	222,332	428,992							
Mar	339,191	711,710	Mar	493,884	891,408	Mar	787,598	1,216,590				Expenditures			
April	221,329	933,039	April	266,955	1,158,363	April	164,772	1,381,362					Part Time	854,711	912,847
May	164,467	1,097,506	May	155,429	1,313,792	May	110,823	1,492,185					Contractual	404,859	464,741
June	93,069	1,190,575	June	111,517	1,425,309	June	60,493	1,552,678				Commodities	287,584	323,244	
July	107,505	1,298,080	July	127,645	1,552,954	July	178,788	1,731,466				<u>1,547,154</u>		<u>1,700,832</u>	
Aug	239,418	1,537,498	Aug	263,226	1,816,180	Aug	246,301	1,977,767				Net	<u>1,090,835</u>		<u>848,994</u>
Sept	128,019	1,665,517	Sept	151,278	1,967,458	Sept	143,639	2,121,406							
Oct	148,068	1,813,585	Oct	167,456	2,134,914	Oct	188,491	2,309,897							
Nov	161,479	1,975,064	Nov	182,469	2,317,383	Nov	164,315	2,474,212							
Dec	157,425	2,132,489	Dec	158,608	2,475,991	Dec	163,777	2,637,989							
<b>Budget</b>	<b>1,990,273</b>		<b>2,318,700</b>		<b>2,549,826</b>										



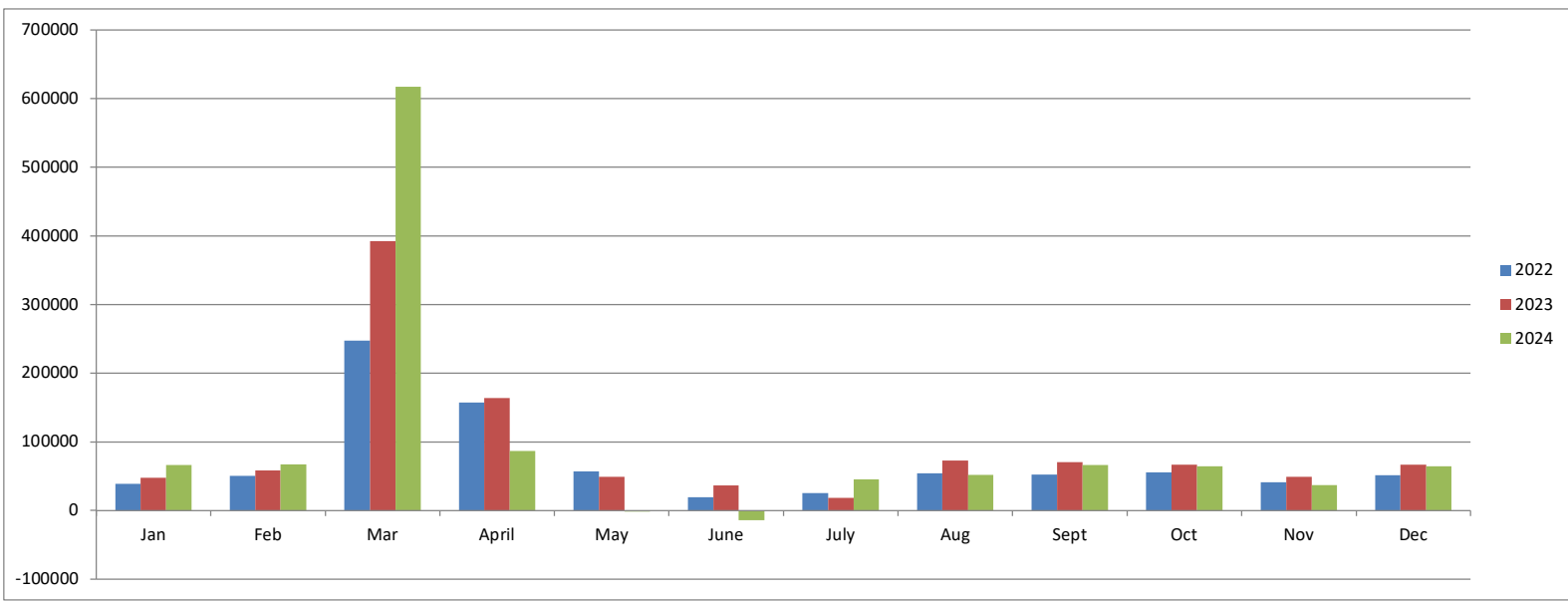
MOUNT PROSPECT PARK DISTRICT  
PROGRAMS Department by Function  
For The Twelve Months Ended 12-31-24

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
<b>REVENUES:</b>								
PROGRAM FEES	2,486,748	965,346	82,350	607,797	164,724	25,481	441,568	199,484
CHILD CARE	211,179	211,179	-	-	-	-	-	-
VISA/MC CHARGES	(59,938)	(28,890)	-	(17,403)	-	655	(11,672)	(2,629)
TOTAL REVENUE	2,637,989	1,147,635	82,350	590,394	164,724	26,136	429,896	196,854
% of Budget	103%	95%	106%	106%	111%	120%	110%	133%
<b>EXPENDITURES:</b>								
PART TIME SALARIES	854,711	497,906	6,031	32,304	103,325	-	206,236	8,909
CONTRACTUAL SERVICES	404,859	124,739	34,420	171,571	3,033	23,617	-	47,479
COMMODITIES	287,584	26,490	27,356	87,401	7,649	22,344	46,408	69,937
UTILITIES	-							
TOTAL EXPENDITURES	1,547,154	649,135	67,807	291,276	114,006	45,962	252,644	126,324
% of Budget	91%	89%	103%	79%	98%	102%	104%	95%
REVENUE OVER(UNDER) EXP	1,090,835	498,500	14,543	299,118	50,718	(19,826)	177,252	70,530
<b>\$ CHANGE FROM 2023 + (-)</b>								
REVENUE	157,460	56,536	9,055	13,251	7,337	5,566	27,379	38,335
EXPENDITURES	73,484	120,569	16,426	(82,627)	4,053	6,726	22,877	(14,540)
NET	83,976	(64,032)	(7,371)	95,879	3,284	(1,160)	4,502	52,875
<b>% CHANGE FROM 2023</b>								
REVENUE	6	5	12	2	5	27	7	24
EXPENDITURES	5	23	32	(22)	4	17	10	(10)

### MT Prospect Park District CHILD CARE PROGRAMS REVENUE

Revenue Recap by yr:

	2022		2023		2024			
	Month	YTD	Month	YTD	Month	YTD		
Jan	38,678	38,678	Jan	47,284	47,284	Jan	65,871	65,871
Feb	50,364	89,042	Feb	58,331	105,615	Feb	66,792	132,663
Mar	247,266	336,308	Mar	392,528	498,143	Mar	617,071	749,733
April	157,086	493,394	April	163,747	661,890	April	86,426	836,160
May	57,031	550,425	May	48,605	710,495	May	(1,481)	834,679
June	19,000	569,425	June	36,654	747,149	June	(14,658)	820,021
July	24,939	594,364	July	18,601	765,749	July	44,965	864,986
Aug	53,955	648,319	Aug	72,322	838,072	Aug	51,772	916,758
Sept	52,429	700,748	Sept	70,269	908,341	Sept	66,124	982,882
Oct	55,183	755,931	Oct	66,311	974,652	Oct	63,981	1,046,863
Nov	41,162	797,093	Nov	48,639	1,023,291	Nov	36,753	1,083,616
Dec	51,214	848,307	Dec	66,332	1,089,622	Dec	64,019	1,147,635
	<b>Budget</b>	<b>846,630</b>		<b>Budget</b>	<b>1,070,049</b>		<b>Budget</b>	<b>1,209,951</b>





**MOUNT PROSPECT PARK DISTRICT  
CHILD CARE PROGRAMS**

For The Twelve Months Ended December 31, 2024

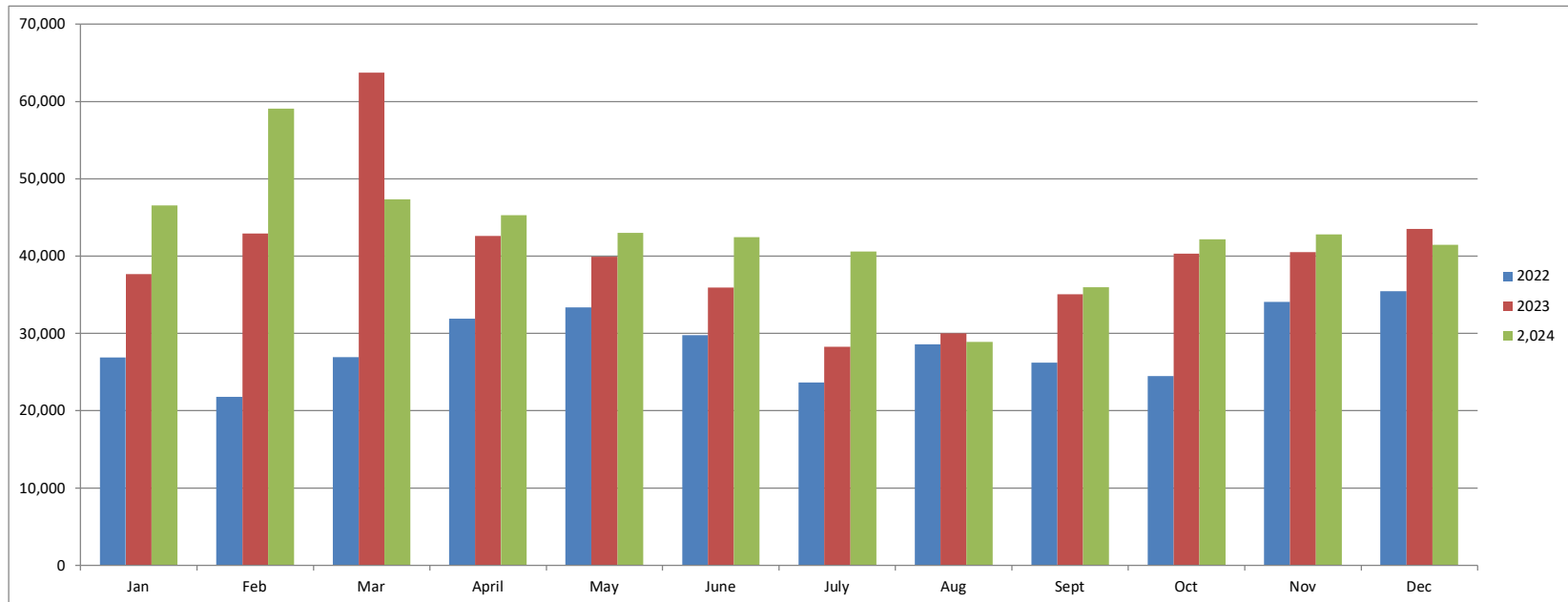
ACCOUNT NAMES						100% of Fiscal Year	
	YTD 2022	2023	2024 Budget	2024 Month	YTD	% of Budget	% of 2023
<b>REVENUES:</b>							
Kids Klub	287,106	337,493	373,518	36,580	346,390	93%	103%
Day Camp	436,847	579,670	610,365	5,456	618,956	101%	107%
Preschool	124,354	186,955	243,068	22,765	211,179	87%	113%
VISA/MC Charges		(14,496)	(17,000)	(783)	(28,890)	170%	199%
<b>Total</b>	<b>848,307</b>	<b>1,089,622</b>	<b>1,209,951</b>	<b>64,018</b>	<b>1,147,635</b>	<b>95%</b>	<b>105%</b>
<b>EXPENDITURES:</b>							
Part Time Salaries	303,063	409,346	561,270	27,761	497,906	89%	122%
Contractual Services	37,545	74,246	123,159	2,279	124,739	101%	168%
Commodities	20,180	38,800	41,654	2,489	26,490	64%	68%
<b>Total</b>	<b>360,788</b>	<b>522,392</b>	<b>726,083</b>	<b>32,529</b>	<b>649,135</b>	<b>89%</b>	<b>180%</b>
<b>SURPLUS (DEFICIT)</b>	<b>487,519</b>	<b>567,230</b>	<b>483,868</b>	<b>31,490</b>	<b>498,500</b>		



## Revenue & Expenditures

Revenue Recap by Year

2022		2023		2024		YTD		Annual Budget	
	Month	YTD		Month	YTD		Month	YTD	
Jan	26,889	26,889	Jan	37,676	37,676	Jan	46,542	46,542	
Feb	21,829	48,718	Feb	42,910	80,586	Feb	59,067	105,609	Revenue
Mar	26,927	75,645	Mar	63,747	144,333	Mar	47,375	152,984	Expenditures
April	31,919	107,564	April	42,598	186,931	April	45,273	198,257	Full Time
May	33,368	140,932	May	39,927	226,858	May	42,990	241,247	Part Time
June	29,760	170,692	June	35,904	262,762	June	42,462	283,709	Benefits
July	23,665	194,357	July	28,240	291,002	July	40,616	324,325	Contractual
Aug	28,590	222,947	Aug	30,005	321,007	Aug	28,886	353,211	Commodities
Sept	26,224	249,171	Sept	35,071	356,078	Sept	35,970	389,181	Utilities
Oct	24,478	273,649	Oct	40,320	396,398	Oct	42,189	431,370	974,928
Nov	34,093	307,742	Nov	40,531	436,929	Nov	42,810	474,180	1,251,846
Dec	35,449	343,191	Dec	43,529	480,458	Dec	41,444	515,624	(459,304)
									(825,898)
<b>Budget</b>		<b>240,086</b>			<b>337,401</b>			<b>425,948</b>	





## REVENUE REPORT Dec-24

	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
<b>RENTALS</b>						
Building Rental	6,135	6,232	119,309	87,001	32,308	37%
Total	6,135	6,232	119,309	87,001	32,308	37%
<b>PASS SALES</b>						
Gym & Track	2,164	2,725	20,347	24,065	(3,718)	-15%
Fitness	28,465	25,607	317,961	283,929	34,032	12%
Total	30,629	28,332	338,308	307,994	30,314	10%
<b>DAILY FEES</b>						
Gym & Track	4,198	6,839	49,098	59,400	(10,302)	-17%
Fitness	1,320	1,020	9,550	8,945	605	7%
Racquetball	-	456	2,369	3,773	(1,404)	-37%
Total	5,518	8,315	61,017	72,118	(11,101)	-15%
<b>PROGRAM FEES</b>						
Special Programs	-	12	(90)	11,917	(12,007)	n/a
Total	-	12	(90)	11,917	(12,007)	n/a
<b>CONCESSIONS</b>						
Merchandise	164	94	1,370	1,380	(10)	-1%
Vending	315	547	5,326	5,436	(110)	-2%
Total	479	641	6,696	6,816	(120)	-2%
<b>OTHER</b>						
Visa Charges / OvSt	(783)	(4)	(9,616)	(5,387)	(4,229)	79%
TOTAL	41,977	43,528	515,624	480,459	35,165	7%



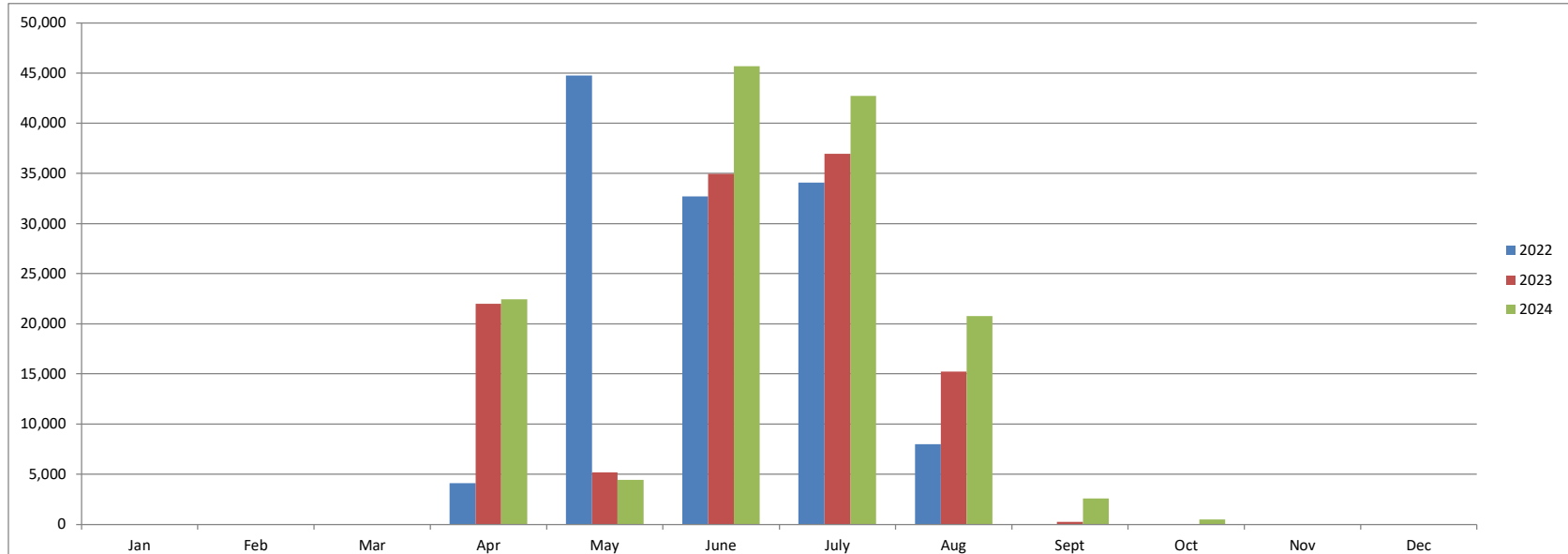
	2021	2022	2023	2024	Change From 2023	Change From 2022
<b>REVENUES:</b>						
RENTALS	117,937	57,257	87,001	119,309	37%	108%
PASSES /USER FEES	140,775	225,670	307,994	338,308	10%	50%
DAILY /USER FEES	11,132	46,540	72,118	61,017	-15%	31%
PROGRAM FEES	8,868	16,711	11,917	(90)	-101%	-101%
MERCHANDISE & VENDING	2,158	4,643	6,816	6,696	-2%	44%
OTHER/visa	(6,200)	(7,630)	(5,387)	(9,616)	79%	26%
<b>TOTAL REVENUE</b>	<b>274,670</b>	<b>343,191</b>	<b>480,459</b>	<b>515,624</b>	<b>7%</b>	<b>50%</b>
% of Budget	170%	143%	127%	121%		
<b>EXPENDITURES:</b>						
FULL TIME SALARIES	315,998	233,867	264,185	282,921	7%	21%
PART TIME SALARIES	188,398	228,834	241,292	267,722	11%	17%
FRINGE BENEFITS	141,153	124,233	129,536	147,473	14%	19%
CONTRACTUAL SERVICES	36,728	46,264	44,194	27,150	-39%	-41%
COMMODITIES	47,506	45,091	76,303	51,271	-33%	14%
MERCHANDISE	217	404	809	651	-20%	61%
UTILITIES	229,055	184,166	228,316	197,740	-13%	7%
<b>TOTAL EXPENDITURES</b>	<b>959,055</b>	<b>862,859</b>	<b>984,635</b>	<b>974,928</b>	<b>-1%</b>	<b>13%</b>
% of Budget	90%	78%	86%	78%		
REVENUE OVER(UNDER) EXP	(684,385)	(519,668)	(504,176)	(459,304)		
BUDGET REVENUE	161,356	240,086	377,401	425,948		
BUDGET EXPENSE	1,068,362	1,108,169	1,144,497	1,251,846		



## Revenue and Expenditures Report

Revenue Recap by Year

	2022		2023		2024			YTD Actual	Annual Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	0	0	Jan	0	0	Jan	0	0	
Feb	0	0	Feb	0	0	Feb	0	0	
Mar	-	-	Mar	-	-	Mar	-	-	
April	4,132	4,132	April	21,978	21,978	April	22,426	22,426	Revenue
May	44,751	48,883	May	5,212	27,190	May	4,444	26,870	Expenditures
June	32,705	81,588	June	34,928	62,118	June	45,669	72,539	Full Time
July	34,065	115,653	July	36,981	99,099	July	42,728	115,267	Part Time
Aug	7,998	123,651	Aug	15,225	114,324	Aug	20,767	136,034	Benefits
Sept	-	123,651	Sept	261	114,585	Sept	2,568	138,602	Contractual
Oct	-	123,651	Oct	-	114,585	Oct	495	139,097	Commodities
Nov	-	123,651	Nov	-	114,585	Nov	-	-	Utilities
Dec	-	123,651	Dec	-	114,585	Dec	-	139,097	Net
<b>Budget</b>		<b>86,466</b>		<b>107,640</b>		<b>112,533</b>			217,005
									<u>(77,908)</u>
									<u>252,669</u>
									<u>(140,136)</u>





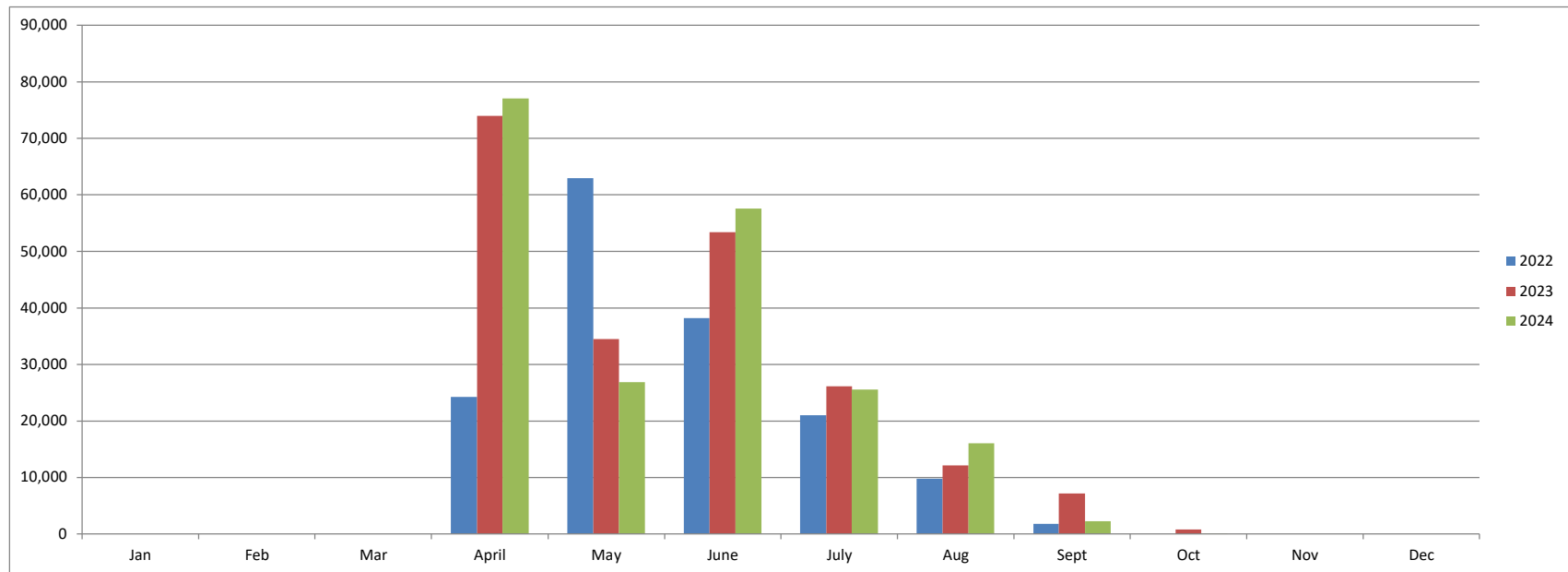
## Meadows Pool Revenue & Expenditures

Revenue Recap by Year

	2022		2023		2024		YTD Actual	Annual Budget
	Month	YTD	Month	YTD	Month	YTD		
Jan	-	-	Jan	-	Jan	-		
Feb	-	-	Feb	-	Feb	-		
Mar	-	-	Mar	-	Mar	-		
April	24,234	24,234	April	74,003	April	77,084	77,084	
May	62,974	87,208	May	34,456	May	26,868	103,952	
June	38,172	125,380	June	53,411	June	57,566	161,518	
July	20,988	146,368	July	26,117	July	25,550	187,068	
Aug	9,782	156,150	Aug	12,104	Aug	16,024	203,092	
Sept	1,796	157,946	Sept	7,176	Sept	2,245	205,337	
Oct	-	157,946	Oct	750	Oct	130	205,467	
Nov	-	157,946	Nov	-	Nov	-	205,467	
Dec	-	157,946	Dec	-	Dec	-	205,467	
<b>Budget</b>		<b>137,891</b>		<b>171,450</b>		<b>192,000</b>		

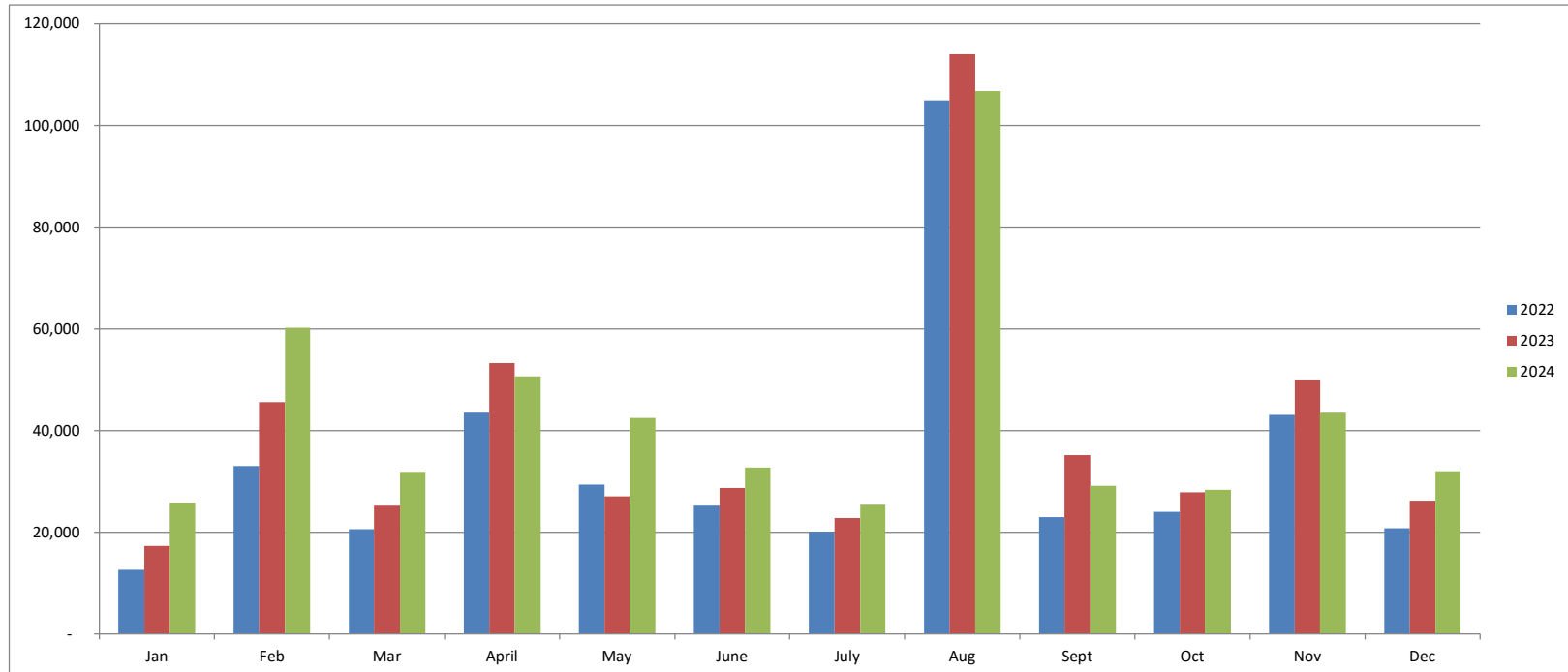
	YTD Actual	Annual Budget
Revenue	205,467	192,000
Expenditures		
Full Time	58,550	60,113
Part Time	152,358	160,386
Benefits	18,110	19,813
Contractual	7,738	14,480
Commodities	42,940	40,225
Utilities	81,359	69,666
	<u>361,055</u>	<u>364,683</u>
	<u>(155,588)</u>	<u>(172,683)</u>



## MT PROSPECT PARK DISTRICT RECPLX POOL REVENUE

Revenue Recap by yr:

2022			2023			2024			YTD	Annual	
Month	YTD		Month	YTD		Month	YTD		Actual	Budget	
Jan	12,671	12,671	Jan	17,312	17,312	Jan	25,898	25,898			
Feb	33,061	45,732	Feb	45,585	62,897	Feb	60,272	86,170	Revenue	509,145	438,690
Mar	20,539	66,271	Mar	25,264	88,161	Mar	31,880	118,050	Expenditures		
April	43,508	109,779	April	53,246	141,407	April	50,643	168,693	Full Time	104,676	108,255
May	29,366	139,145	May	27,094	168,501	May	42,444	211,137	Part Time	282,697	311,104
June	25,275	164,420	June	28,716	197,217	June	32,720	243,857	Benefits	33,540	35,539
July	20,106	184,526	July	22,817	220,034	July	25,449	269,306	Commodities	46,176	59,317
Aug	104,997	289,523	Aug	114,023	334,057	Aug	106,797	376,103	Utilities	46,682	64,262
Sept	22,998	312,521	Sept	35,214	369,271	Sept	29,147	405,250		513,771	578,477
Oct	24,024	336,545	Oct	27,857	397,128	Oct	28,368	433,618	Net	(4,626)	(139,787)
Nov	43,095	379,640	Nov	50,039	447,167	Nov	43,535	477,153			
Dec	20,803	400,443	Dec	26,215	473,382	Dec	31,992	509,145			
<b>Budget</b>		<b>359,038</b>			<b>362,146</b>			<b>438,690</b>			

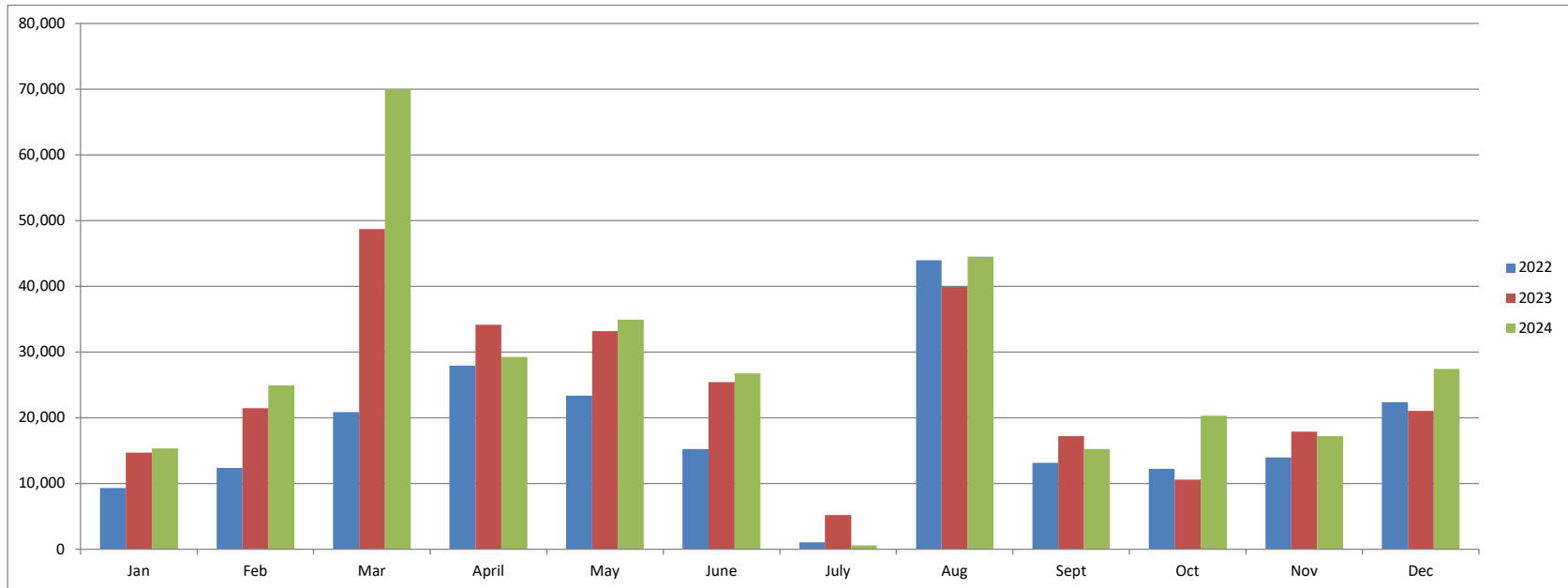




## PROGRAM REVENUE

Revenue Recap by Year:

	2022		2023		2024		YTD Actual	Annual Budget
	Month	YTD	Month	YTD	Month	YTD		
Jan	9,333	9,333	Jan	14,753	Jan	15,347		
Feb	12,370	21,703	Feb	21,434	Feb	24,963		
Mar	20,870	42,573	Mar	48,726	Mar	70,017		
April	27,967	70,540	April	34,198	April	29,288		
May	23,351	93,891	May	33,190	May	34,925		
June	15,257	109,148	June	25,436	June	26,762		
July	1,032	110,180	July	5,202	July	577		
Aug	44,018	154,198	Aug	39,929	Aug	44,522		
Sept	13,120	167,318	Sept	17,223	Sept	15,281		
Oct	12,256	179,574	Oct	10,608	Oct	20,320		
Nov	14,000	193,574	Nov	17,921	Nov	17,222		
Dec	22,353	215,927	Dec	21,040	Dec	27,467		
<b>Budget</b>		<b>98,386</b>		<b>181,569</b>		<b>285,764</b>		
<b>Revenue</b>							<b>326,691</b>	<b>285,764</b>
<b>Expenditures</b>								
Part Time							31,799	41,254
Contractual							184,030	174,630
Commodities							2,615	1,977
							<b>218,444</b>	<b>217,861</b>
<b>Net</b>							<b>108,247</b>	<b>67,903</b>







**PROGRAMS Department by Function**  
**Month Ended 12/31/2024**

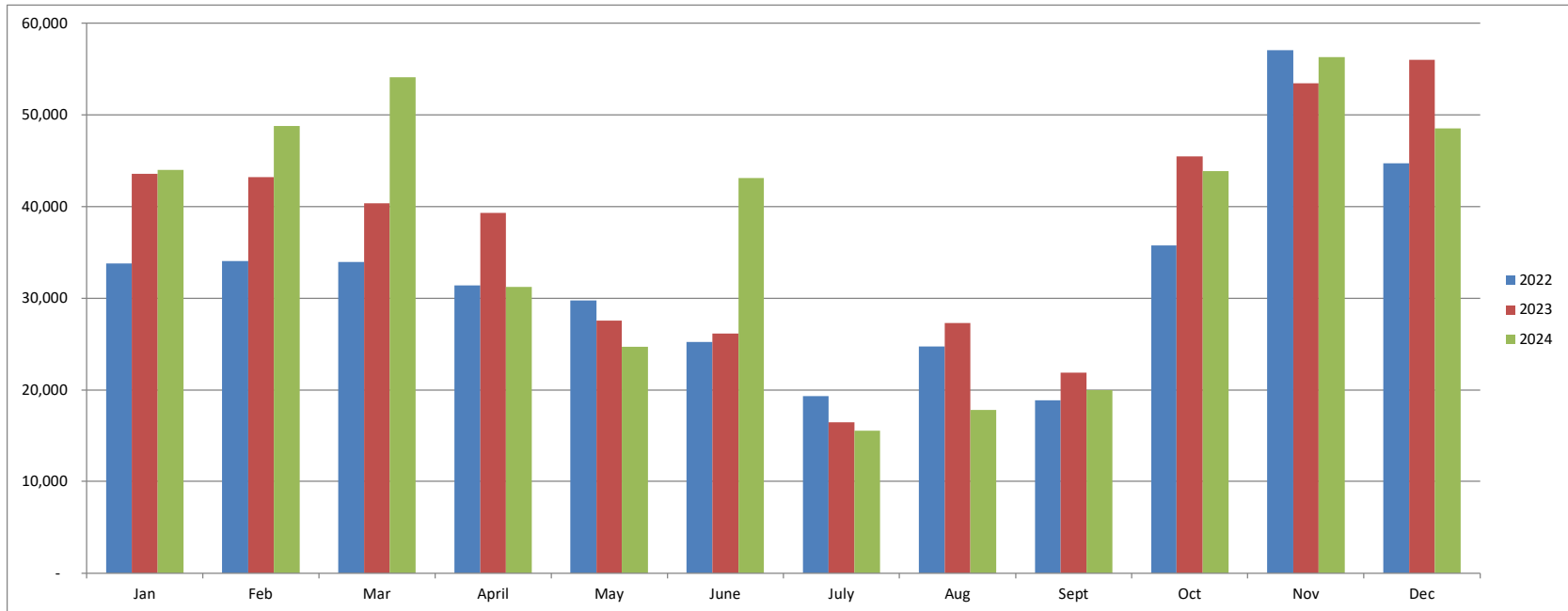
ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	YOUTH ATHLETICS
<b>REVENUES:</b>			
PROGRAM FEES	334,617	61,571	273,046
CHILD CARE	-		
VISA/MC CHARGES	(7,926)		(7,926)
<b>TOTAL REVENUE</b>	<b>326,691</b>	<b>61,571</b>	<b>265,120</b>
% of Budget	113%	107%	114%
 <b>EXPENDITURES:</b>			
PART TIME SALARIES	31,799	31,799	-
CONTRACTUAL SERVICES	184,030	31	183,999
COMMODITIES	2,615	2,615	-
<b>TOTAL EXPENDITURES</b>	<b>218,444</b>	<b>34,445</b>	<b>183,999</b>
% of Budget	100%	79%	106%
REVENUE OVER(UNDER) EXP	108,247	27,126	81,120
CHANGE FROM LAST YR + (-)			
REVENUE	37,030	10,134	26,896
EXPENDITURES	10,201	2,712	7,490
<b>NET</b>	<b>26,829</b>	<b>7,422</b>	<b>19,407</b>
% CHANGE FROM LAST YEAR			
REVENUE	13	20	11
EXPENDITURES	5	9	4



## Central Community Center Revenue & Expenditures

Revenue Recap by Year

2022			2023			2024					
Month	YTD		Month	YTD		Month	YTD		YTD Actual	Annual Budget	
Jan	33,815	33,815	Jan	43,595	43,595	Jan	44,017	44,017			
Feb	34,070	67,886	Feb	43,217	86,812	Feb	48,806	92,823	Revenue	448,078	432,424
Mar	33,990	101,876	Mar	40,378	127,190	Mar	54,123	146,946	Expenditures		
April	31,380	133,256	April	39,299	166,489	April	31,226	178,172	Full Time	242,714	245,750
May	29,757	163,013	May	27,570	194,059	May	24,701	202,873	Part Time	185,399	194,280
June	25,220	188,233	June	26,149	220,208	June	43,130	246,003	Benefits	75,031	88,413
July	19,324	207,557	July	16,447	236,655	July	15,525	261,528	Contractual	54,216	69,207
Aug	24,722	232,279	Aug	27,302	263,957	Aug	17,819	279,347	Commodities	50,007	71,798
Sept	18,839	251,118	Sept	21,885	285,842	Sept	19,992	299,339	Utilities	68,390	72,690
Oct	35,748	286,866	Oct	45,481	331,323	Oct	43,876	343,215		675,757	742,138
Nov	57,059	343,925	Nov	53,456	384,779	Nov	56,322	399,537	Net	(227,679)	(309,714)
Dec	44,711	388,636	Dec	56,022	440,801	Dec	48,541	448,078			
<b>Budget</b>		<b>258,974</b>			<b>354,857</b>			<b>432,424</b>			





## REVENUE REPORT

November 2024

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
<b>RENTALS</b>						
Building Rental	25,795	29,205	217,561	218,162	(601)	0%
	25,795	29,205	217,561	218,162	(601)	0%
<b>PASS SALES</b>						
Gym Pass	271	303	2,546	2,680	(134)	-5%
Fitness	10,511	9,304	117,640	103,231	14,409	14%
	10,782	9,607	120,185	105,911	14,409	14%
<b>DAILY FEES</b>						
Gym Fees	1,789	3,078	18,300	18,693	(393)	-2%
Fitness Center	360	428	3,784	3,021	763	25%
	2,149	3,506	22,084	21,714	370	2%
<b>PROGRAM FEES</b>						
Youth Leagues	8,460	11,740	46,019	43,412	2,607	6%
Special Programs	1,898	1,606	44,386	51,318	(6,932)	-14%
	10,358	13,346	90,405	94,730	(4,325)	-5%
<b>CONCESSIONS</b>						
Merchandise	158	100	2,331	2,514	(183)	-7%
Vending	171	262	2,861	2,616	245	9%
	329	362	5,192	5,130	62	1%
<b>OTHER</b>						
Visa Charges / OvShrt	(976)	(4)	(7,351)	(4,846)	(2,505)	52%
<b>TOTAL</b>	<b>48,437</b>	<b>56,022</b>	<b>448,078</b>	<b>440,801</b>	<b>7,411</b>	<b>2%</b>

**MT. PROSPECT PARK DISTRICT  
PROPERTY TAX  
MONTH ENDING  
12/31/2024**

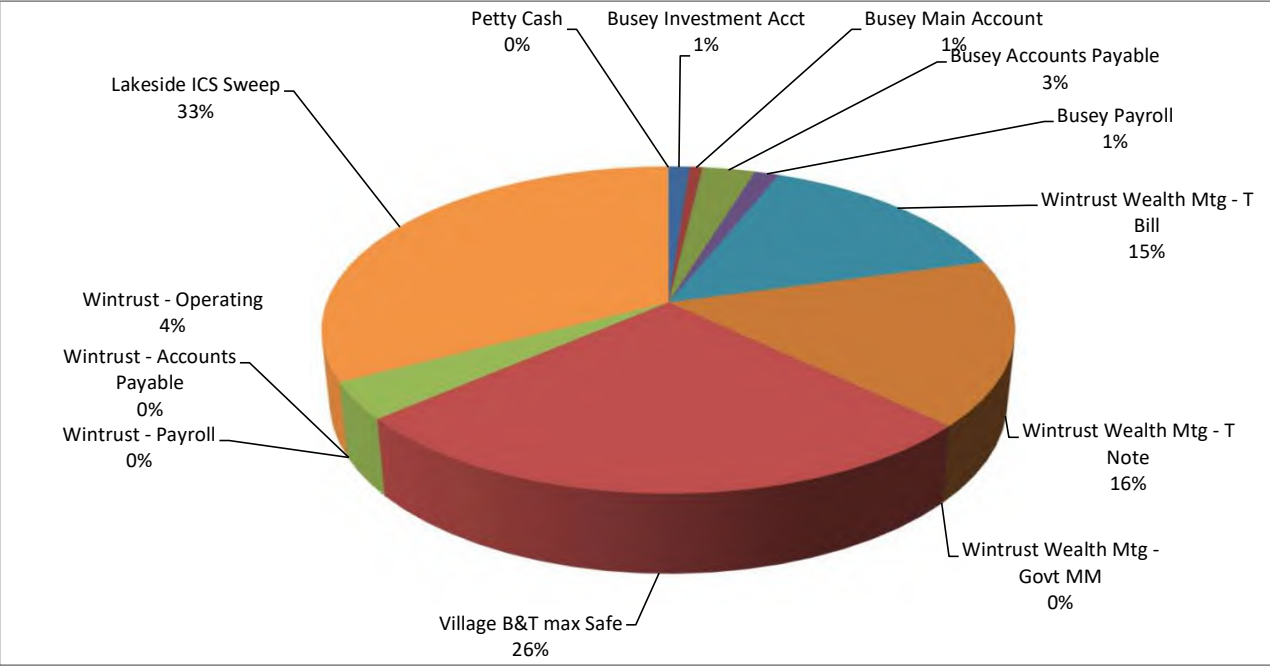
<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
2016	9,820,200	1,653,232,361	0.594
2017	10,145,281	1,667,332,206	0.609
2018	10,417,103	1,645,671,872	0.633
2019	10,641,495	1,945,499,549	0.547
2020	10,945,316	1,975,432,038	0.554
2021	11,313,601	1,833,646,800	0.617
2022	11,960,090	2,186,488,184	0.547

Tax Monies Received from January 1, 2024 through December 31, 2024 totals:  
\$12,546,389 (of this total \$280,236 is Replacement Tax).

	<b>Type</b>	<b>2023 Taxes</b>	<b>2024 Taxes</b>
January	R	81,211	47,688
January		2,421,341	-
February		31,198	1,578,486
March	R	40,229	28,122
March		2,761,313	4,549,417
April	R	63,914	25,083
April		3,058,300	-
May	R	103,699	60,641
May			182,966
June		114,497	36,039
July	R	83,835	54,258
July			2,936,918
August	R	13,517	10,120
August		231,824	2,868,760
September			-
October	R	69,448	33,802
October			121,143
November		1,963,379	-
December		3,616,410	
December	R	21,566	12,945
<b>TOTAL</b>		<b>14,675,682</b>	<b>12,546,389</b>

**Mt. Prospect Park District**  
**Statement of Account Balances**  
**As of December 31, 2024**

<b>Accounts</b>	<b>Maturity</b>	<b>Amount</b>	<b>Rate</b>	<b>Term</b>
Busey Investment Acct	n/a	235,666	2.45%	Demand
Busey Main Account	n/a	144,241	1.25%	Demand
Busey Accounts Payable	n/a	593,486	1.25%	Demand
Busey Payroll	n/a	275,360	1.25%	Demand
Wintrust Wealth Mtg - T Bill	12/12/2024	2,999,122	4.65%	60 days
Wintrust Wealth Mtg - T Note	8/31/2025	3,348,292	3.97%	1 yr
Wintrust Wealth Mtg - Govt MM	n/a	1,836	4.71%	Demand
Village B&T max Safe	n/a	5,444,593	5.06%	Demand
Wintrust - Operating	n/a	750,100	n/a	
Wintrust - Accounts Payable	n/a	100	n/a	
Wintrust - Payroll	n/a	100	n/a	
Lakeside ICS Sweep	n/a	6,688,723	4.70%	Demand
Petty Cash	n/a	4,650	n/a	
<b>Total Funds</b>		<b>20,486,268</b>		





## Executive Director

January 2025

### **2025 Referendum Project Planning Process**

Upon the passage of the District's 2024 Referendum, staff began working with our finance team to prepare for the District's upcoming referendum bond issuance. The timing of this bond issue will need to be consistent with the tentative bidding and construction schedule as dictated by the governing regulations.

### **Schematic Design (SD) phase**

Once the Board authorizes the professional services agreement, staff will work to continue the task of developing a Schematic Design (SD) for the project. This will include the development of site plans, floor plans and building elevations. Once the District is satisfied with the schematic design, it will be time to create a more detailed plan.

### **Design Development (DD) phase**

Upon the completion of Schematic Design the planning process will then move into the Design Development (DD) phase. This phase will focus on the finer details of the project such as the placement of doors and windows and necessary adjustments to the building form. This will also include structural, mechanical, electrical, plumbing and heating, ventilation and air conditioning (HVAC) systems. Exterior and interior finishes will be presented to the district for our consideration of materials, fixtures and other finishes. The choices made here will help to determine the final project costs. The structural engineer will also join the design team to help come up with more precise construction estimates for the project. At the end of the DD phase, the building's exterior, layout and dimensions will be mostly finalized and the majority of the construction materials will have been chosen.

### **Construction Document (CD) phase**

Upon completion of Design Development we will then enter the Construction Document (CD) phase. Of all the phases, this one accounts for approximately 40% of the planning process and tends to take the most time. In this stage the design services team will begin working on the development of permit, bid and construction drawings. The building permit set will be delivered to the necessary permitting authorities for their review and comments. The bid plan sets will be used to obtain bids for the project from prospective bidders. Construction drawings will then be provided to the chosen construction team. These drawings will contain details and dimensions of the design to be used by the successful low bidder's use throughout the construction process.

Currently we have approximately eight months to complete the planning process. As of right now, the district hopes to go out to bid for the proposed project work for the new Lions Rec Center and pool by August of 2025. The demolition of the existing pool and Lions Rec center would occur towards the fourth quarter of 2025 with construction of the new pool and facility anticipated to begin early in 2026 and conclude in the spring of 2027. The proposed improvements for the Rec Plex gym will then follow. Staff will be sure to include opportunities for both resident and board feedback throughout the planning process.

**Upcoming Board Meeting Reminders:**

- Regular Board Meeting: Wednesday, February 12, 2025 @ 6:30 PM



# Golf Operations Report

January 2025

## News & Updates (Jeff Langguth):

- Favorable weather and continued positive reviews of the course led to an increase in play and record revenue for the 2024 season. Revenue ended up at \$2.32M compared to a budgeted amount of just over \$2M. Expenses came in at \$1.85M, slightly under budget. The golf course netted a surplus of \$325,000 from budget and a \$450,000 surplus overall. Since 2019, revenue has increased 53% while expenses have only increased 16%. This 16% increase isn't too bad considering the minimum wage has increased 70% during this time from \$8.25/hr to \$14.00/hr.
- The Frozen Open will take place on Saturday, February 1st. Last season we had a full field of 52 players where 9 par-3 holes were played and chili was served afterwards. This season we are expanding it to 12 holes and 72 players. Temperatures last year were not too "frozen" with highs in the 40's and no snow on the ground. Hopefully this season the weather can live up to the event's name!
- Weekend Permanent Tee Time renewal for the 2024 groups will begin at the end of this month and continue through February 23rd. Any groups not renewing from last season will be opened up to the public for purchase.
- Assistant Golf Course Superintendent, Justin Sisler, resigned on January 2nd to take another job opportunity. We thank Justin for his hard work last season and wish him the best of luck at his new job. A search for a new assistant superintendent will begin shortly.

## Maintenance (Darin Douglas):

- With the favorable winter weather, we have been busy taking care of the storm damaged trees and broken branches around the course. This is an ongoing process and will be continued throughout the winter.
- The village's watermain project is coming to an end, we will be working with the village and their contractor on restoring the damaged areas. Come spring there will be some ground under repair areas on the course. On holes 15 and 17 is where the majority of the damage that is "in play". The rest of the damage is either in natural areas or minimally in play areas.
- Other winter projects that we would like to complete, weather permitting, are replacing the fence adjacent to the 16th green and redecking the bridges on the 7th hole and the 10th tee. These projects require more manpower so we will wait until the maintenance crew returns because of hour restrictions.





## RECREATION DIVISION

January 15, 2025

### Aquatics

Linda Zalewski, Aquatics Manager

Pete Nocchi, Aquatics Supervisor

- The second fall session of swim lessons concluded the week of December 16th. Enrollment numbers for both fall sessions were strong with a total of 707 swimmers enrolled for \$64,433 in revenue. Compared to 2023 with 627 enrollments for revenue of \$57,621.
- A total of 51 private lessons were taught in the month of December for a total revenue of \$1,870. In 2024 we had a total of 1,047 private lessons taught compared to 844 in the same time frame in 2023.
- The Aquatics Department hosted the 4th annual Holiday Hunt, featuring the Grinch! The event had a total of 56 kids attend, who had a splashing good time, with revenue of \$683.
- AquaFit Unlimited had a total of 81 active members in December with 78 members on a recurring monthly membership. Total revenue for AquaFit in December was \$5,520. Staff offered AquaFit Pop-Up classes this past month that were well attended by our dedicated members. Upcoming pop-up classes for 2025 are scheduled on 1/11, 1/17 and 1/25. These are in addition to our regularly scheduled classes.
- During Winter break, open family swim was offered to the community for extra added fun while school was out!

### Athletics

Brad Wessel, Athletics Manager

Adam Trzaska, Athletics Supervisor

- 8u Patriots Baseball Developmental Training Program began HPI sessions on Sunday, January 5. Shirts (with jersey number & last name) & hats were ordered and will be distributed.
- 9u-14u Patriots Baseball teams began winter training sessions at the CCC (turf & batting cages) in December. Uniforms for the 2025 season were ordered and are expected in March. This upcoming season, we are adding a tribute patch for Vic Rose to the jersey sleeve.
- Our Softball Advisory Committee hosted another FREE Softball Clinic on Saturday, December 21 at the CCC Turf. There were 77 total participants registered!

- Early Bird Baseball & Softball registration closed on Monday, January 6. There were a total of 308 participants that took advantage of the early bird rate. Registration officially closes on February 14 (for Youth Baseball & Softball Leagues) and March 7 (for Instructional Baseball Leagues).
- Registration for Indoor Soccer concluded with the program running 34 teams from Pre-k to 7th/8th grade.
- Youth Basketball games started Dec. 7th for the 3rd-6th grade levels. Games for K-8th began and resumed Jan. 4th. Games occur across RecPlex, CCC, and Lions.

## Central Community Center

Brian Hecker, Central Community Center Manager

- Open Pickleball in December had 695 participants for \$2,170 in revenue.
- CCC acknowledged pickleball players with a special 'thank you' breakfast that included munchkins and assorted juices.
- Karate winter classes have 107 registrations generating \$19,523 in revenue.
- Hot Shots winter classes have 130 registrations generating \$18,264 in revenue.
- Canine Commons in December had 5 registrations for \$257 in revenue.
- CCC monthly fire extinguisher report and AED check was completed.
- CCC quarterly safety inspection report was completed.
- The CCC turf revenue is lower this month due to the timing of payments.

	<u>December 2024</u>	<u>December 2023</u>
CCC Turf/Parties	\$20,032.50	\$22,874.50
CCC Gym/Room	\$5,762.50	\$6,330.25

\*Timing of monthly payments should be considered when comparing month to month. Gym rental/open gym revenue may change month to month/year to year based on District program space needs.

## Cultural Arts

Toria Smith, Lions Recreation Center & Cultural Arts Manager

- Mt. Prospect Community Band Holiday concert was held Saturday, December 6 at Trinity Methodist Church. Concert goers enjoyed the holiday themed concert with a cookie exchange put on by the church.
- Mt. Prospect School of Classical Ballet is proud to announce the title for the Spring Recital story ballet will be *Tangled*.

- Studio Impulse - our tap and jazz studio - is happy to announce the title for the Spring Recital will be *Ignite*.
- Ballet Expressions company dancers performed at the DePaul basketball game on Saturday, December 21. They performed an excerpt from the *Frozen* ballet done two years ago for the Spring recital. According to Amy Hubert, Artistic Director of Dance, "DePaul LOVED the performance, dancers did really well and had a blast, and the parents were thrilled". Impulse Dance Ensemble will return to DePaul in February to perform.
- The Art Studio held a variety of Winter and Holiday themed workshops throughout the month of December. Many filled to capacity with us able to accommodate any who went on the waitlist. In total we held 10 workshops in December through Winter Break for students and had 148 participants with \$5,436.00 in revenue.

## Early Childhood & Youth Programs

Kristina Winans, Early Childhood & Youth Manager

Amy Heinrichs, Early Childhood & Youth Supervisor

- Preschool had many different celebrations leading up to winter break. Pizza parties, special readers, pajama day, red day, and gingerbread hunts were some of the fun celebrations in the classrooms. Santa also visited on the 18th for families who wanted to see Santa after class.
- Preschool had their first Winter Family Night on December 19th. Families enjoyed making art projects, science experiments, games, cookie decorating and a winter sing-a-long.
- KinderKlub enjoyed a movie and popcorn along with pajama and stuffed animal day. They also decorated gingerbread houses.
- Teachers were celebrated on December 17 with a holiday gift and lunch from McAllisters. We are grateful for their hard work and dedication educating our little learners!
- Preschool and KinderKlub had visits from the Mt. Prospect Library. They enjoyed having books read, learning new songs, and making a craft at the end.
- The last day of preschool before break was December 19th and the last day of Kids Klub/KinderKlub was December 20th.
- Our Tot classes continue to be offered. Our December registrations for Frosty Fun had 16, Nature Navigators had 6, Ready, Set, Play had 6 and Tiny Hands and Feet had 5.
- Video Game Robotics (Computer Explorers' class) ran with 12 participants.
- The last session before break for Rock n Kids classes ran with 14 in Tot Rock, 3 in Kid Rock, and 10 in Baby Rock.

- Winter Break Camp had another successful year, and ran for a total of 6 days, based on the holiday schedule this year. We are thankful for the amount of staff home and available to work to create a fun holiday break for the kiddos!
  - December 23 - The Zone - 43 participants
  - December 26 - Dave & Busters - 32 participants
  - December 27 - Nickel City Xtreme - 29 participants
  - December 30 - Ultimate Ninjas - 41 participants
  - January 2 - Sky High Elmhurst - 47 participants
  - January 3 - Swimming at RecPlex - 52 participants

## **Fitness**

Tim Sullivan, Fitness Supervisor

- Check In To Win promotion began on January 6th and will run through mid march. Fitness members are entered to win prizes when they scan in for a chance to win a prize. Prizes include personal training, memberships, headphones, and the grand prize is a fitness watch. Winners will also receive an MPF hat and shirt.
- December’s staff fitness challenge concluded on Christmas Day. Staff who completed at least 12 of the 25 challenges are entered to win a prize.
- Between both locations, we saw 11.2% increase in usage compared to 2023.

	<u>December 2024</u>	<u>December 2023</u>
Fitness Memberships	\$47,342	\$43,892
Personal Training/Massage	\$8,678	\$7,038

\*Timing of monthly payments should be considered when comparing month to month.

## **Lions Recreation Center**

Toria Smith, Lions Recreation Center & Cultural Arts Manager

- The First Annual Ho Ho Holiday Trivia was held on Wednesday, December 11 at Lions Rec Center. Attendants participated in a fun, festive and free afternoon of holiday trivia with cookies and hot chocolate. A big thank you to Peter Nocchi and Adam Trzaska for continuing their MC duties not only here but at our Wednesday Bingo days as well.

- Youth basketball practices began the first Monday in December and will continue on Monday, Wednesday and Friday evenings throughout the Winter at Lions as well as other MPPD facilities and schools.
- The Thursday evening and Saturday morning pickleball continues to be a popular option for those players looking for court time outside of our regular daytime hours.
- Lions monthly fire extinguisher report and AED check was completed
- Facility rental revenue decreased this month due to the timing of monthly payments. November saw an unusually high increase as payments were made earlier compared to the previous year.

	<u>December 2024</u>	<u>December 2023</u>
Facility Rentals	\$3,130.00	\$6,048.00
Lions Open Gym	\$923.00	\$1,270.00

\*Timing of monthly payments should be considered when comparing month to month. Gym rental/open gym revenue may change month to month/year to year based on District program space needs.

## RecPlex

Michael Wold, Superintendent of Recreation

- RecPlex was busy over winter break with open gym, open pickleball, athletic camps, off school camps, open swim and influx of college students and members in the fitness center.
- RecPlex monthly fire extinguisher report and AED check was completed.
- RecPlex quarterly safety inspection report was completed.

	<u>December 2024</u>	<u>December 2023</u>
RecPlex Rentals	\$6,135.00	\$6,232.25
RecPlex Open Gym	\$3,285.00	\$5,800.00

\*Timing of monthly payments should be considered when comparing month to month. Gym rental/open gym revenue may change month to month/year to year based on District program space needs.



## Administration & Human Resources January 2025

### News & Updates:

- December AP Register Reminders: The December accounts payable register totalled \$4,384,281.60, which included final bonds payment of the year to Busey and Time Banks. Busey Bank’s payment was for \$1,272,916.97 for Series 2022B bonds, while Time Bank’s payment was for \$1,995,531.85 for Series 2023A bonds.
- Grant Closeout Process - Year-End Summary and 2025 Preview: 2024 was productive across a variety of grant-funded projects. Through the efforts of many, the Park District was able to close on four of five active grants in 2024 per below:
  - Friendship Phase 1 OSLAD - \$400,000 - Funds received and officially closed out.
  - Friendship Tourism - \$340,000 - Funds received and officially closed out, pending a final report to the Department of Commerce and Economic Opportunity with rental and attendance metrics following facility improvements (due one year after closeout).
  - Legislative Grant (RecPlex Chiller) - \$100,000 - Funds received and officially closed out. The Park District extends its thanks to the Illinois Legislature for including MPPD in its capital program, which enabled this funding opportunity.
  - IDNR Bike Path - \$102,577 - Final closeout reports submitted/pending approval.
  - Lions Phase 1 OSLAD - \$600,000 - Closeout process commencing in 2025.
  - Moving into 2025, the Park District has engaged a grant writing firm to help prepare grant applications and required reports. The goal will be to identify grant opportunities to supplement approved referendum projects, as well as other capital needs around the District depending on available funding. Hopefully more to come into 2025 and beyond.

### H.R. by the Numbers: December 2024

<b>New-Hires:</b>	<b>10</b>
<b>Payroll Changes</b> (to update employment status, pay-rate, or job-class):	<b>105</b>
<b>Criminal Background Checks</b> (including new-hires, volunteers and coaches):	<b>46</b>
<b>Reportable Injuries</b> - Total to date for 2024:	<b>7</b>
<b>Unemployment Claims</b> (new claims):	<b>2</b>



## Parks & Planning

January 2025

### Administrative / Planning:

- Racquetball conversation update: The ceiling panels will be installed upon completion of the updated lighting including electric for the basketball and batting cage systems. All of the audio equipment wiring has been installed. Flooring has been delivered and will be installed upon completion of the ceiling and wall mounted equipment.
- All of the concrete work is completed at both Busse and Owen Parks. The backstop fabrication is currently underway at both ballfields at Busse Park. Work will continue to progress as weather allows. Remaining work will include fence fabric installation, final grading, and site restoration.
- Weather has been favorable for ice rinks and has allowed us to open the rink at the Golf Course clubhouse. The Beau Dr. rink has been flooded and staff has been building layers of ice in the early morning hours in hopes to open soon. Daily ice checks are conducted with updates available on the Park District website.

### Conservatory:

- Hosted 7 rentals including the Mount Prospect Garden Club Holiday Party and a Community Meeting for Des Plaines Alderman, Mike Charewicz.
- Held first ever Winter Makers Market with 16 vendors and over 250 patrons in attendance.
- Installed outdoor and indoor holiday lights and evergreen displays, including winter planters at all of the facilities.
- Sold 110 plants at the Friendship Park Conservatory (FPC) poinsettia sale and brought decorative poinsettias to all facilities.
- Held 3 Winter Planter classes for a total of 41 participants and photos with Santa for 35 families.

## **Buildings:**

- Replaced bathroom partitions in the Golf Course Clubhouse bathrooms.
- Installed new stainless steel, tamper proof, soap dispensers.
- Re-organized and sorted the Art Studio warehouse.
- Completed the quarterly preventative maintenance on all HVAC equipment.
- Replaced leaking water pressure tank for the incoming water main.

## **Fleet Services:**

- Conducted vehicle orientation and equipment training for newly hired employees.
- Diagnosed intermittent evaporative leak on truck #34. Replaced defective purge solenoid. Replaced worn out headliner in vehicle.
- Performed rear brake service on truck #20 including oil change and safety inspection.
- Replaced 4 drive tires on truck #31 and replaced the light harness for clearance lights.
- Began annual winter services on all mowing equipment at the Golf Course.

## **Grounds:**

- Put up holiday decorations at all of the facilities.
- Set up new pallet racks at Walter Cook Maintenance Facility and started organizing the Art Studio warehouse.
- Setup and take down for the Winter Wonderland event at Lions Park.
- Built the rink system including installing the liner for the ice rink at the Golf Course.
- Repaired Melas Park chain link fence post and completed the Owen Park split rail fence replacement.

**Work Orders & Park Permits:** At the time of this report, there have been approximately **4** internal work order requests for the month of December submitted and **0** park permits requests for 2025.





## Community Relations & Marketing

January 2025

### 2024 Photo Year in Review

As each new year begins, CR&M assesses the successful marketing strategies from the year prior. In 2024, CR&M was on-site at over 150+ classes, programs and events. Several thousand photos were taken in 2024 in an effort to capture the “spirit” of the Mt. Prospect Park District through the departmental offerings and the patrons who enjoy all that we offer.

These photos become the “core” of our marketing strategies. There is nothing more engaging and motivating than “people at play” to move others to join us in a new or continuing program or special event. Each photo choice decidedly represents our mission of “enriching the quality of life for present and future generations” across all demographics.

The most impactful use of photography occurs via social media. Instagram and Facebook allow us to tell a story. CR&M carefully crafts each story to answer several important marketing requirements. First, does the photo choice indicate that we know our audience? Does the photo represent inclusivity on all levels? Are all recreation offerings equally represented through our photography? Do we inspire a love of nature and parks through our use of outdoor photos with and without patrons? Do our photos represent a call to action? The best example of this level of effectiveness are all of the photos and slides created to motivate the residents towards a positive referendum.

Good photography is essential to any successful marketing department/campaign. A picture will always be worth a thousand words. The combination of good photography and active social media is a win/win for park district promotions.

In 2024, CR&M posted 461 times on Instagram. In total, we received 17,800+ likes, averaging 39 likes per post. Per Instagram, those analytics indicate we are in the top 1% of all accounts with up to 5K followers, receiving 8% more likes per post than the average account.



## CR&M Analytics & Updates

\*Marketing tracks program analytics within 48 hours of posting and 2 business days of e-blasts. While not all registrations are guaranteed to come from these things, there is a strong positive correlation between marketing promotions and registration increases.

- Promoted fitness and memberships through a Fitness Membership Social Media contest
- Winter Athletics Newsletter (12/11) resulted in 6,924 sends and 106 clicks. Promoted Baseball/Softball Leagues, Spring Soccer Leagues and featured Volunteer Coach Spotlight
- January Monthly E-Newsletter (1/3) resulted in 19,918 sends and 503 clicks

## Upcoming Programs/Registrations/Events

- Friday, January 17: Free Senior Arts & Crafts Workshop, 10:00-11:00 AM, Lions Rec Center
- Wednesday, January 22: \$1 Senior Bingo Bonanza, 12:30-1:30 PM, Lions Rec Center
- Wednesday, January 22: Free Healthy Lecture Series, 6:30-7:30 PM, RecPlex
- Saturday, January 25: New! Seed Swap, 10:00 AM-2:00 PM, Friendship Park Conservatory
- Wednesday, January 29: Houseplants 101, 6:00-7:15 PM, Friendship Park Conservatory
- Saturday, February 1: My Puppy Valentine, 1:00-3:00 PM, Art Studio
- Sunday, February 2: Parks Foundation Comedy Cabaret, 5:30-7:30 PM, Friendship Park Conservatory
- Wednesday, February 5: \$1 Senior Bingo Bonanza, 12:30-1:30 PM, Lions Rec Center
- Wednesday, February 5: Parks Foundation Galentine's Night Out, 6:45-9:00 PM, Mt. Prospect Golf Club
- Friday, January 31: Spring 2025 Online Program Guide available for viewing
- Monday, February 3: Spring 2025 Registration Begins
- Thursday, February 6: Free Conservatory Kids Story Time, 10:30-11:00 AM, Friendship Park Conservatory
- Friday, February 14: Youth Baseball/Softball Registration Deadline
- Wednesday, February 19: \$1 Senior Bingo Bonanza, 12:30-1:30 PM, Lions Rec Center





# 2024 A YEAR IN REVIEW

## Mt. Prospect Park District

Our Mission: To provide exceptional parks and recreation experiences that enrich the quality of life for present and future generations.





# JANUARY





# FEBRUARY





# MARCH





# APRIL





MAY





# JUNE





# JULY





# AUGUST





# SEPTEMBER





# OCTOBER





# NOVEMBER





# DECEMBER





# STAFF





# PARKS & FACILITIES





# JANUARY 2025

## Community Relations & Marketing

**MT. PROSPECT PARK DISTRICT**  
Est. 1955  
mppd.org

### JANUARY 2025

**New Year, New Fitness Goals!**

A year from now, you'll wish you started today!

Enjoy benefits such as **NO Enrollment Fees** and **NO Cancellation Fees** when you become a Fitness Member at the Mt. Prospect Park District!

Memberships    Fitness Centers    Personal Training

**Check In To Win is BACK!**

**MEMBERS ONLY**

## CHECK IN TO WIN!

**8 WEEKS OF PRIZES**

One Check-in = One Entry  
The more visits the greater the chance of winning

**Grand Prize Drawing on March 3**  
Polar Ignite 3 Series Watch

- WEEK 1 (JANUARY 6-12)**  
10 pack of Stronger Together Classes
- WEEK 2 (JANUARY 13-19)**  
Gym Bag
- WEEK 3 (January 20-26)**  
3 Free Months of Your Current Membership
- WEEK 4 (January 27-February 2)**  
SHOCKZ OpenFit Earbuds
- WEEK 5 (February 3-9)**  
BriMate Stainless Steel Shaker Bottle
- WEEK 6 (February 10-16)**  
3-Pack of Personal Training Sessions
- WEEK 7 (February 17-23)**  
3-Pack of 55-Minute Massages
- WEEK 8 (February 24-March 2)**  
BriMate Stainless Steel Shaker Bottle

**NOT A MEMBER YET?**  
Sign up now and qualify to win!



90 Q 1 1  
Liked by mtprospectgc and others  
mpparkdistrict We have the best and most creative "community partners... more



88 Q 1 6  
Liked by lindykins94 and others  
mpparkdistrict Ho-Ho-Holiday Staff Breakfast!



106 Q 9 4  
Liked by mtprospectgc and others  
mpparkdistrict Volunteer Spotlight

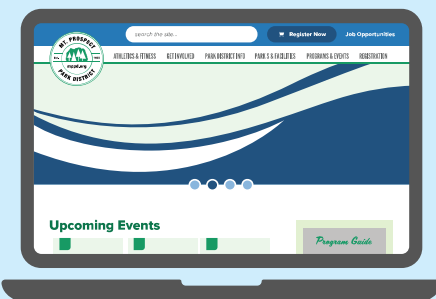
### MOST ENGAGING SOCIAL MEDIA POSTS

Fawn Joyce Volunteer Spotlight • Community Partner Trees  
Holiday Staff Breakfast • Winter Wonderland Album  
Owen Park First Snowfall • Nutcracker Dancers

### RESULTS

#### January E-newsletter

Open Rate 56%    Click Rate 3%



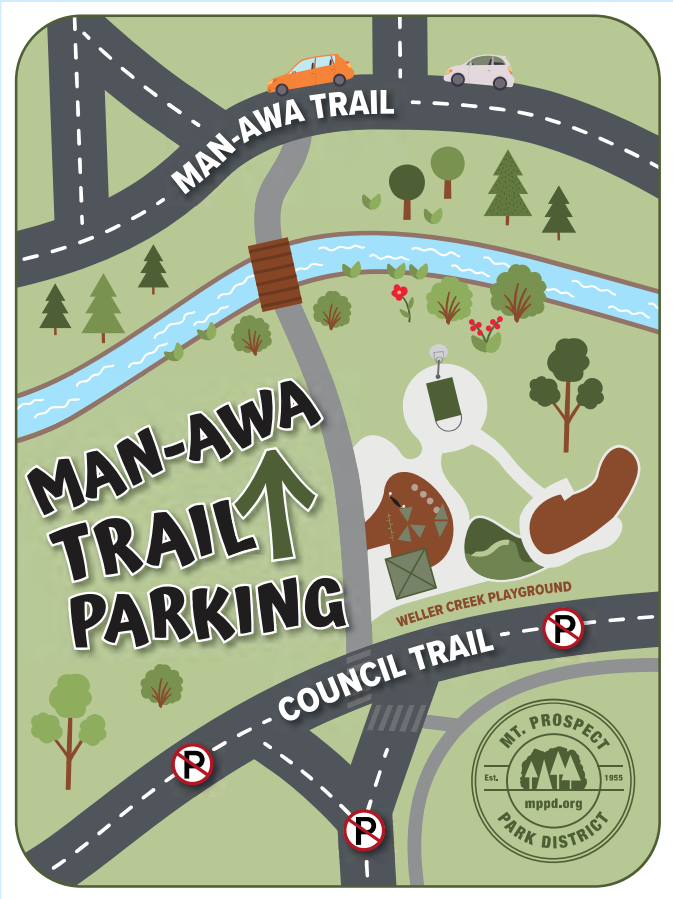
Page views to our website over the previous 30 days | **28,382**

#### MOST VIEWED PAGES

RecPlex • Memberships • RecPlex Pool  
Open Gym • Central Community Center • Pickleball  
Jobs • Fitness Centers • Friendship Park Conservatory



**Winter Program Guide**  
Views **27,594**



Weller Creek Parking Courtesy Sign



Seed Swap Poster



Patriots Baseball Yard Signs and Vic Rose Initials for 2025 Uniforms



Sharks Swim Team Yard Signs and Sticker Design