

**Regular Board Meeting
Board of Park Commissioners**



**February 17, 2011
7:30 p.m.**

PARK RIDGE RECREATION AND PARK DISTRICT

Notice is hereby given that there will be a Regular Board Meeting of the Park Ridge Recreation and Park District Board of Park Commissioners on Thursday, February 17, 2011 at 7:30 p.m. at Maine Park Leisure Center, 2701 Sibley Avenue, Park Ridge, Illinois 60068 in the Gym

REGULAR BOARD MEETING

Thursday, February 17, 2011

7:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Citizens Present Wishing to Address the Board on Non-Agenda Items
5. Reports of Park Officials
 - A. President
 - B. Attorney
 - C. Interim Executive Director
6. Report of Committees:
 - A. Finance Committee – Commissioners Herman/Vile
 1. Approval of Expenditures
 - a. Voucher List
 - b. Monthly Report By Funds
 2. Technology Plan – Cell Phone Agreement with Sprint
 - B. Recreation Committee – Commissioners Maloney/Herman
 1. Adoption of Resolution No. 11-1 (Park Ridge Senior Center)
 - C. Building and Grounds Committee – Commissioners Vile/Maloney
 - D. Policy & Procedures Committee – Commissioners Ryan/Brandt
 1. Vehicle Policy – Amendment
 2. Discipline, Discharge, Layoffs, Resignation Policy – Amendment
 - E. Personnel Committee – Commissioners Brandt/Biagi
 - F. Intergovernmental Committee – Commissioners Biagi/Ryan
 1. Joint City/Park District Town Hall Meeting on North Park Flood Relief Project - Update
7. Communications and Correspondence
 - A. Thank you letter from the Police Chief Kaminski
8. New Business
9. Adjournment

-DRAFT-
Park Ridge Recreation and Park District
Board of Park Commissioners
Maine Park Leisure Center, 2701 W. Sibley Avenue

Special Board Meeting Minutes

Thursday, January 20, 2011

6:00 p.m.

Commissioners

Physically Present:

Jim O'Brien, President
Rick Biagi
Richard Brandt
David Herman (6:15 p.m.)
Marty Maloney (6:18 p.m.)
Mary Wynn Ryan
Stephen Vile

Commissioners Absent:

None.

Staff Present:

Christine Berman, Interim Executive Director & Superintendent of Business & Finance
Terry Wolf, Superintendent of Buildings and Grounds
Kathie Hahn, Manager of Marketing & Public Relations
Maryanne Lucarz, Administrative Assistant

Others Present:

Thomas G. Hoffman, Park District Attorney
See Sign-in Sheet

President O'Brien called the Special Board Meeting of the Board of Park Commissioners to order at 6:11 p.m. Assistant Lucarz took roll call.

Closed Meeting

President O'Brien moved to adjourn to Closed Meeting for the purpose to consider appointment/employment of a New Executive Director 2(c)(1). We will reconvene to the Special Board Meeting to proceed with the rest of the meeting agenda.

Ayes: Biagi, Brandt, O'Brien, Ryan, Vile. Nays: None. Absent: Herman, Maloney

At 8:39 p.m., the Special Board Meeting reconvened.

Citizens Present Wishing To Address The Board On Non-Agenda Items

Resident Jean Miller expressed concerns on the proposed storm water detention improvements at North Park.

Commissioner Maloney moved to remove item 7C1 from the agenda and maintain the status quo of the use and occupancy of the Senior Center by Senior Services Incorporated as previously mutually agreed upon until the Regular Board Meeting to be held in February. President O'Brien seconded the motion. Commissioner Maloney said the reason for this motion is because the District does not have an Executive Director and he believes the vote should wait until the spot is filled. Commissioner Vile said he disagrees. Commissioner Ryan said she has questions and needs more input before a vote on

the agreement. Some discussion ensued. Senior Services attorney, Jack Owens expressed his concerns on delaying the motion.

Ayes: Biagi, Brandt, Herman, Maloney, O'Brien, Ryan. Nays: Vile. Absent: None.

Attorney Hoffman commented on the North Park water detention project and said resident questions will be taken into consideration and investigated.

Reports of Finance Committee

Finance Committee

Voucher List

Commissioner Herman moved to approve for payment vouchers in the total amount of \$501,656.08. The motion was seconded by President O'Brien and passed by a roll call vote. Motion carried.

Ayes: Biagi, Brandt, Herman, Maloney, O'Brien, Ryan, Vile. Nays: None. Absent: None.

Monthly Reports By Fund

Superintendent Berman said the report is as of December 31 but cautioned the Board that bills for 2010 will be paid out until February and we are still waiting to receive property taxes.

Adoption of Ordinance No. 11-1: Issue of General Obligation Limited Tax Park Bonds

Commissioner Herman moved to approve Ordinance No. 11-1: "An Ordinance providing for the Issue of \$3,200,000 General Obligation Limited Tax Park Bonds, Series 2011, of the Park Ridge Recreation and Park District, Cook County, Illinois, and for the Levy of a Direct Annual Tax to Pay the Principal and Interest on Said Bonds. President O'Brien seconded the motion. Fenil Patel from PMA Securities reviewed the bond issuance results. Some discussion ensued. The motion was passed by a roll call vote. Motion carried.

Ayes: Biagi, Brandt, Herman, Maloney, O'Brien, Ryan, Vile. Nays: None. Absent: None.

Approval of Minutes

President O'Brien moved to approve the following minutes:

- A. Public Hearings/Regular Board Meeting – Thursday, December 16, 2010
- B. Special Board Meeting – Thursday, December 29, 2010
- C. Special Board Meeting – Wednesday, January 12, 2011
- D. Special Board Meeting – Thursday, January 13, 2011

The motion was seconded by Commissioner Biagi and passed by a voice vote. Motion carried.

Citizens Present Wishing To Address The Board On Non-Agenda Items

None.

Reports of Park Officials

President Report

No report.

Attorney Report

No report.

Interim Executive Director Report

No report.

Reports of Committees

Recreation Committee

Commissioner Maloney asked if there were any questions. No questions were asked.

Buildings and Grounds Committee

Commissioner Vile moved to approve ABC Commercial, Inc. as the lowest responsible bidder for the Community Center Cleaning & Custodial Services Bid in the amount of \$52,800.00. Commissioner Herman seconded the motion. Some discussion ensued. The motion was passed by a roll call vote. Motion carried.

Ayes: Biagi, Brandt, Herman, Maloney, O'Brien, Ryan, Vile. Nays: None. Absent: None.

Policy and Procedures Committee

Environmental Impact Task Force Meeting Update

Commissioner Herman said the Task Force is on hold until a new Executive Director is in place.

Personnel Committee

No report.

Intergovernmental Committee

No report.

Communications and Correspondence

Interim Executive Director Berman said Brent Dolan is the new Oakton Manager and he will begin February 7.

New Business

Some discussion ensued on the IMRF (Illinois Municipal Retirement Fund) rate adjustments from the market recovery.

Closed Meeting

At 9:40 p.m., President O'Brien moved to adjourn to Closed Meeting for the purpose to consider appointment/employment of a New Executive Director 2(c)(1). We will reconvene to the Special Board meeting to adjourn. The motion was seconded by Commissioner Biagi and passed by a roll call vote. Motion carried.

Ayes: Biagi, Brandt, Herman, Maloney, O'Brien, Ryan, Vile. Nays: None. Absent: None.

At 10:53, the Special Board Meeting was reconvened.

Adjournment

At 10:54 p.m., President O'Brien moved to adjourn the Special Board Meeting of the Board of Park Commissioners. The motion was seconded by Commissioner Biagi and passed by a voice vote. Motion carried.

The Special Board Meeting was adjourned at 10:54 p.m.

Respectfully Submitted,

Stephen Vile, Secretary

Recorded By: Maryanne Lucarz, Administrative Assistant

-DRAFT-
Park Ridge Recreation and Park District
Board of Park Commissioners
Maine Park Leisure Center, 2701 W. Sibley Avenue

Special Board Meeting Minutes
Wednesday, January 26, 2011
5:00 p.m.

Commissioners

Physically Present:

Jim O'Brien
Rick Biagi
Richard Brandt (5:41 p.m.)
David Herman (5:15 p.m.)
Marty Maloney
Mary Wynn Ryan
Stephen Vile

Commissioners Absent:

None.

Staff Present:

None.

Others Present:

See Sign-in Sheet

President O'Brien called the Special Board Meeting of the Board of Park Commissioners to order at 5:00 p.m. and then took roll call.

Closed Meeting

President O'Brien moved to adjourn to Closed Meeting for the purpose of considering appointment/employment of a New Executive Director 2(c)(1). We will reconvene to the Special Meeting to adjourn the meeting. The motion was seconded by Commissioner Biagi and passed by a roll call vote. Motion carried.

Ayes: Biagi, Maloney, Ryan, Vile, O'Brien. Nays: None. Absent: Brandt, Herman.

Adjournment

President O'Brien moved to adjourn the Special Meeting of the Board of Park Commissioners. The motion was seconded by Commissioner Biagi and passed by a voice vote. Motion carried.

The Special Board Meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Stephen Vile
Secretary

Recorded By: Maryanne Lucarz, Administrative Assistant

-DRAFT-
Park Ridge Recreation and Park District
Board of Park Commissioners
Maine Park Leisure Center, 2701 W. Sibley Avenue

Special Board Meeting Minutes

Thursday, February 3, 2011

7:30 p.m.

Commissioners

Physically Present:

Jim O'Brien
Rick Biagi
Richard Brandt
David Herman
Marty Maloney
Mary Wynn Ryan

Commissioners Absent:

Stephen Vile

Staff Present:

Maryanne Lucarz, Administrative Assistant

Others Present:

Thomas G. Hoffman, Park District Attorney (7:34 p.m.)
See Sign-in Sheet

President O'Brien called the Special Board Meeting of the Board of Park Commissioners to order at 7:33 p.m. Assistant Lucarz took roll call.

Assistant Lucarz announced there will be a Community Center Town Hall Meeting on Tuesday, February 8. The first meeting will be 7:00-8:00am and the second meeting will be 6:30-7:30pm. Assistant Lucarz announced there will be a Joint Town Hall Meeting with the City to discuss the North Park Flooding Issues on Wednesday, February 9 at 7:30pm in the City Hall Council Chambers.

Closed Meeting

President O'Brien moved to adjourn to Closed Meeting for the purpose of considering appointment/employment of a New Executive Director 2(c)(1). We will reconvene to the Special Meeting to take action, if any, on matters discussed in the Closed Meeting. The motion was seconded by Commissioner Biagi and passed by a roll call vote. Motion carried.

Ayes: Biagi, Brandt, Herman, Maloney, Ryan, O'Brien. Nays: None. Absent: Vile

At 8:18 p.m., the Special Board Meeting reconvened.

Attorney Hoffman suggest the following motion: I move that the Park Ridge Recreation and Park District ratify the hiring of Gayle Mountcastle as the Executive Director to commence work on March 7, 2011 in accordance with terms reviewed in Closed Session this evening and that the February 1, 2011 Letter of Agreement accepted by Ms. Mountcastle be ratified forthwith. Commissioner Maloney so moved the motion. The motion was seconded by President O'Brien and passed by a roll call vote. Motion carried.

Ayes: Biagi, Brandt, Herman, Maloney, Ryan, O'Brien. Nays: None. Absent: Vile

Commissioner Brandt proposed that the Board authorize a memorial plaque for employee Bob Cusentino and for the plaque to be placed at the Oakton Ice Arena. After some discussion, Commissioner Brandt suggested he would gather a committee of citizens to assist in developing a small memorial plaque.

Adjournment

President O'Brien moved to adjourn the Special Meeting of the Board of Park Commissioners. The motion was seconded by Commissioner Biagi and passed by a voice vote. Motion carried.

The Special Board Meeting was adjourned at 8:23 p.m.

Respectfully Submitted,

Stephen Vile
Secretary

Recorded By: Maryanne Lucarz, Administrative Assistant

PARK RIDGE RECREATION AND PARK DISTRICT

Preliminary Cash Position Report - All Funds
for the Month Ending January 31, 2011

BEGINNING BALANCE:	Cash Accounts	\$ 3,223,190.11	
	Liquid Asset Fund Accounts	<u>\$ 346,586.88</u>	\$ 3,569,776.99
CASH RECEIPTS			1,220,151.84
INTEREST INCOME			356.53
TRANSFERS FROM INVESTMENTS			-
TRANSFERS TO INVESTMENTS			-
BANK FEES			(7,243.58)
DISBURSEMENTS			(684,852.43)
ENDING BALANCE:	Cash Accounts	3,751,580.56	
	Liquid Asset Fund Accounts	<u>346,608.79</u>	<u>4,098,189.35</u>
INVESTMENTS AT 1-31-11			<u>\$ 2,728,000.00</u>

SUMMARY OF VOUCHER LIST OF BILLS
For Approval on February 17, 2011

<u>FUND</u>	<u>AMOUNT</u>
GENERAL	\$ 120,484.08
RECREATION	188,123.01
CAPITAL PROJECTS	<u>26,169.83</u>
TOTAL VOUCHERS	<u>\$ 334,776.92</u>

DATE: 02/03/2011
 TIME: 09:44:35
 ID: AP450000.WOW

PARK RIDGE RECREATION AND PARK DISTRICT
 PAID INVOICE LISTING

7 \$10,000.00

FROM 01/01/2011 TO 01/31/2011

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BULLSEYE BULLSEYE CONTRACTORS									
0304		01 PARTIAL PMT VGA IMPROVEMENTS	126538610000	01/14/11		135155	01/28/11	21,379.05	21,379.05
		02 PARTIAL PMT VGA IMPROVEMENTS	266538610000						5,363.19
									16,015.86
								VENDOR TOTAL:	21,379.05
EXELON EXELON ENERGY									
100494400140		01 ELECTRIC SERVICE COMMUNITY CTR	123528540100	12/14/10		134949	01/07/11	17,985.62	13,549.40
100656400140		01 ELECTRIC SERVICE OAKTON	123025540100	12/30/10		135100	01/21/11	11,728.12	11,728.12
		02 ELECTRIC SERVICE OAKTON	122521540100						10,433.90
		03 ELECTRIC SERVICE OAKTON	124030540100						1,159.33
									134.89
								VENDOR TOTAL:	25,277.52
HOFFTM THOMAS G. HOFFMAN LTD., PC									
DEC2010-2		01 LEGAL RETAINER 10/1 - 12/31/10	110505530145	01/10/11		135022	01/14/11	11,440.00	11,440.00
ILKARATE ILLINOIS SHOTOKAN KARATE									
FALL 2010		01 KARATE INSTRUCTION - FALL 2010	122013592122	01/10/11		135108	01/21/11	13,992.30	13,992.30
								VENDOR TOTAL:	13,992.30
PDRMA PDRMA									
DEC2010		01 MEMBER CONTRIBUTION DEC. 2010	110505550100	12/31/10		135127	01/21/11	51,457.55	51,457.55
		02 MEMBER CONTRIBUTION DEC. 2010	110511550110						6,185.04
		03 MEMBER CONTRIBUTION DEC. 2010	110511550105						5,856.88
		04 MEMBER CONTRIBUTION DEC. 2010	110511550105						3,659.34
		05 MEMBER CONTRIBUTION DEC. 2010	110511550105						1,761.63
		06 MEMBER CONTRIBUTION DEC. 2010	110505510115						209.86
		07 MEMBER CONTRIBUTION DEC. 2010	110505510115						224.76
		08 MEMBER CONTRIBUTION DEC. 2010	110505510105						1,875.45
		09 MEMBER CONTRIBUTION DEC. 2010	110505510100						31,065.29
		10 MEMBER CONTRIBUTION DEC. 2010	110505510110						579.71
									39.59
								VENDOR TOTAL:	51,457.55
PROLIANC PROLIANCE ENERGY LLC									
201012-I-002010				01/13/11		135131	01/21/11	16,730.98	16,730.98

Park Ridge Recreation and Park District

All Governmental Funds

For the one month ending January 31, 2011

8% of Year Expired

(unaudited for discussion)

All Funds
\$ 5,528,316

Fund Balance Beginning:
(includes designated reserves)

Revenues:

	YTD Budget	YTD Budget Variance	Annual Budget	Annual Budget Variance	% of Budget	YTD 2010
Property Taxes						
General	0	0	1,789,977	(1,789,977)	0%	0
Audit	0	0	15,000	(15,000)	0%	0
IMRF	0	0	390,701	(390,701)	0%	0
Social Security	0	0	379,000	(379,000)	0%	0
Liability Insurance	0	0	271,500	(271,500)	0%	0
Debt	0	0	1,128,650	(1,128,650)	0%	0
Police	0	0	169,026	(169,026)	0%	0
Paving & Lighting	0	0	39,200	(39,200)	0%	0
Recreation	0	0	969,700	(969,700)	0%	0
Museum	0	0	52,081	(52,081)	0%	0
Special Recreation	0	0	317,350	(317,350)	0%	0
Prior Year Tax Receipts	0	0	25,075	(25,075)	0%	0
Corporate Replacement	20,024	(3,080)	167,500	(147,476)	12%	24,344
Interest	1,365	(1,343)	32,500	(31,135)	4%	1,853
Fees & Admissions	157,550	1,239	1,888,104	(1,730,554)	8%	154,010
Rental Income	56,875	6,345	473,305	(416,430)	12%	62,871
Sales	3,239	(2,265)	87,567	(84,328)	4%	5,320
Bond Proceeds	64,000	64,000	0	64,000	0%	0
Grants & Donations	39	(59)	51,500	(51,461)	0%	0
Miscellaneous	30,683	8,137	313,796	(283,113)	10%	2,988
Program Fees	850,790	72,703	3,350,453	(2,499,663)	25%	763,351
Total Revenues	1,184,565	160,086	11,911,985	(10,727,420)	10%	1,014,737
Expenditures:						
Salaries & Wages	119,856	192,230	4,088,574	(3,968,719)	3%	145,677
Employee Benefits	89,255	108,206	1,331,005	(1,241,750)	7%	90,680
Supplies	18,627	37,351	429,927	(411,300)	4%	20,637
Contractual	39,350	101,193	1,669,047	(1,629,697)	2%	51,956
Utilities	(8,822)	65,309	856,775	(865,597)	-1%	(22,376)
Insurance	16,354	21,648	259,770	(243,416)	6%	17,673
Debt Service	0	0	1,129,650	(1,129,650)	0%	0
Miscellaneous	11,982	10,207	122,166	(110,184)	10%	10,097
Program Instructors	31,677	56,225	1,030,209	(998,532)	3%	32,484
Program Supplies	15,872	34,697	253,838	(237,966)	6%	6,009
Program Contractual	10,285	15,967	599,972	(589,687)	2%	14,712
Capital Outlay	21,141	0	536,764	515,623	4%	305
Total Expenditures	365,577	643,033	12,307,697	(10,690,506)	3%	367,853
Net Surplus/(Deficit)	818,988	381,447	(395,712)	(36,914)	-207%	646,884
Fund Balance Ending:	\$ 6,347,304					

*Park Ridge Recreation and Park District
General Fund (Fund 11)*

For the one month ending January 31, 2011

8% of Year Expired
(unaudited for discussion)

	General Fund		YTD Budget	YTD Budget Variance		Annual Budget	Annual Budget Variance		% of Annual Budget	YTD 2010
	\$	1,489,035		Fav/(Unfav)	Fav/(Unfav)		Fav/(Unfav)	Fav/(Unfav)		
Fund Balance Beginning:										
Revenues:										
Property Taxes	0		0	0	0	1,789,977	(1,789,977)		0%	0
General	0		0	0	0	15,000	(15,000)		0%	0
Audit	0		0	0	0	390,701	(390,701)		0%	0
IMRF	0		0	0	0	379,000	(379,000)		0%	0
Social Security	0		0	0	0	271,500	(271,500)		0%	0
Liability Insurance	0		0	0	0	1,128,650	(1,128,650)		0%	0
Debt	0		0	0	0	169,026	(169,026)		0%	0
Police	0		0	0	0	39,200	(39,200)		0%	0
Paving & Lighting	0		0	0	0	18,600	(18,600)		0%	0
Prior Year Tax Receipts	0		0	0	0	167,500	(147,476)		12%	24,344
Corporate Replacement	20,024		23,104	(3,080)		7,500	(7,190)		4%	334
Interest	310		625	(315)		34,540	(32,392)		6%	3,089
Rental Income	2,148		2,575	(426)		100	(100)		0%	0
Sales	0		8	(8)		0	64,000		0%	0
Bond Proceeds	64,000		0	64,000		50,000	(50,000)		0%	0
Grants & Donations	0		0	0		82,530	(74,420)		10%	2,818
Miscellaneous	8,110		6,837	1,273						
Total Revenues	94,593		33,149	61,444		4,543,824	(4,449,231)		2%	30,585
Expenditures:										
Salaries & Wages	33,070		51,387	18,317		1,143,814	1,110,744		3%	39,909
Employee Benefits	70,529		84,825	14,295		1,050,475	979,946		7%	71,313
Supplies	8,490		13,252	4,763		176,853	168,363		5%	1,032
Contractual	22,220		50,913	28,694		682,525	660,306		3%	32,727
Utilities	503		6,773	6,270		81,280	80,777		1%	(1,018)
Insurance	16,354		21,648	5,294		259,770	243,416		6%	17,673
Debt Service	0		0	0		1,129,650	1,129,650		0%	0
Miscellaneous	3,875		2,920	(955)		37,830	33,955		10%	2,282
Capital	0		0	0		0	0		0%	0
Total Expenditures	155,040		231,718	76,678		4,562,197	4,407,157		3%	163,917
Net Surplus/(Deficit)	(60,447)		(198,569)	(18,373)					329%	(133,332)
Fund Balance Ending:	\$ 1,428,588									

*Park Ridge Recreation and Park District
Special Revenue Fund (Fund 12)*

For the one month ending January 31, 2011

8% of Year Expired
(unaudited for discussion)

	Recreation Fund		YTD Budget	YTD Budget Variance		Annual Budget	Annual Budget Variance		% of Annual Budget	YTD 2010
	\$	2,381,048		Fav/(Unfav)	Fav/(Unfav)		Fav/(Unfav)	Fav/(Unfav)		
Fund Balance Beginning: (includes designated reserves)										
Revenues:										
Property Taxes	0	0	0	0	0	969,700	(969,700)	0%	0	0
Recreation	0	0	0	0	0	52,081	(52,081)	0%	0	0
Museum	0	0	0	0	0	317,350	(317,350)	0%	0	0
Special Recreation	0	0	0	0	0	6,475	(6,475)	0%	0	0
Prior Year Tax Receipts	580	1,250	1,250	(670)	15,000	1,888,104	(1,730,554)	4%	742	742
Interest	157,550	156,312	156,312	1,239	1,239	438,765	(384,039)	8%	154,010	154,010
Fees & Admissions	54,726	47,955	47,955	6,771	6,771	87,467	(84,228)	12%	59,782	59,782
Rental Income	3,239	5,496	5,496	(2,257)	(2,257)	1,500	(1,461)	4%	5,320	5,320
Sales	39	98	98	(59)	(59)	196,266	(173,693)	3%	0	0
Grants & Donations	22,573	1,300	1,300	21,274	21,274	3,350,453	(2,499,663)	12%	170	170
Miscellaneous	850,790	778,088	778,088	72,703	72,703	7,323,161	(6,233,663)	25%	763,351	763,351
Program Fees										
Total Revenues	1,089,498	990,497	990,497	99,001	99,001	7,323,161	(6,233,663)	15%	983,376	983,376
Expenditures:										
Salaries & Wages	86,785	140,843	140,843	54,058	54,058	2,944,760	2,857,975	3%	105,768	105,768
Employee Benefits	18,726	23,381	23,381	4,655	4,655	280,530	261,804	7%	19,368	19,368
Supplies	10,137	24,098	24,098	13,961	13,961	253,074	242,937	4%	19,605	19,605
Contractual	17,131	50,280	50,280	33,149	33,149	986,522	969,391	2%	19,229	19,229
Utilities	(9,325)	58,536	58,536	67,861	67,861	775,495	784,820	-1%	(21,358)	(21,358)
Debt Service	0	0	0	0	0	0	0	0%	0	0
Miscellaneous	8,107	7,162	7,162	(944)	(944)	82,836	74,729	10%	7,815	7,815
Program Instructors	31,677	56,225	56,225	24,549	24,549	1,030,209	998,532	3%	32,484	32,484
Program Supplies & Equip.	15,872	34,697	34,697	18,824	18,824	253,838	237,966	6%	6,009	6,009
Program Contractual	10,285	15,967	15,967	5,682	5,682	599,972	589,687	2%	14,712	14,712
Capital Outlay	5,363	0	0	(5,363)	(5,363)	0	(5,363)		305	305
Total Expenditures	194,759	411,190	411,190	216,431	216,431	7,207,236	7,012,477	3%	203,936	203,936
Net Surplus/(Deficit)	894,739	579,307	579,307	115,925	115,925	115,925	772%	772%	779,440	779,440
Fund Balance Ending: (includes designated reserves)	\$ 3,275,787									

*Park Ridge Recreation and Park District
Capital Projects Fund (Fund 26)*

For the one month ending January 31, 2011

8% of Year Expired

(unaudited for discussion)

Capital Projects Fund
\$ 1,658,233

Fund Balance Beginning:

Revenues:	YTD Budget	YTD Budget Variance Fav/(Unfav)	Annual Budget	Annual Budget Variance Fav/(Unfav)	% of Annual Budget	YTD 2010	
Interest	475	833	(359)	10,000	(9,525)	5%	776
Grants & Donations	0	0	0	0	0	N/A	0
Bond Proceeds	0	0	0	0	0	N/A	0
Miscellaneous	0	0	0	35,000	(35,000)	0%	0
Total Revenues	475	833	(359)	45,000	(44,525)	1%	776

Expenditures:

Contractual	0	0	0	0	0	N/A	0
Miscellaneous	0	125	125	1,500	1,500	0%	0
Capital Outlay	15,778	0	(15,778)	536,764	520,986	0%	0
Total Expenditures	15,778	125	(15,653)	538,264	522,486	3%	0
Net Surplus/(Deficit)	(15,303)	708	(493,264)			3%	776

Fund Balance Ending:

\$ 1,642,930

FINANCE

Technology Plan – Cell Phone Agreement with Sprint

The District's Technology Plan includes a recommendation to bundle cell phone services in order to take advantage of discounts we can receive by joining the Will County contract with Sprint. In order to receive these discounts, the District must sign an authorization letter with Sprint; after which we will be eligible to purchase wireless communication services at the Will County contract rates. Attorney Hoffman has reviewed the Sprint authorization letter and Will County contract. The Board is being asked to approve authorization to purchase cell phone services under the Will County contract. This item will be on the February 17, 2011 agenda.

2010 Audit

Staff is spending the greater part of February working on schedules and work papers for the audit in preparation of the auditors' arrival on March 1st. The auditors are scheduled to be on-site for 4 days. Once they have completed their on-site testing, they will update the District's Comprehensive Annual Financial Report (CAFR). Once the audit is complete, staff will make the final journal entry in MSI and update the beginning balances for 2011.

TIF Intergovernmental Joint Review Board

The annual meeting for the two TIF Districts will be held this Wednesday February 16, 2011 at the Park Ridge City Hall. The District has already been notified that it will receive its fourth rent payment from the City of Park Ridge in the amount of \$62,816.

2011 GO Bonds

The 2011 GO Bond sale was officially completed on February 10, 2011. On February 11, a representative from PMA Financial presented a bond proceeds management plan. Over the next month, staff will work with PMA Financial to implement the plan.

Projects:

- The 2011 Approved Capital Projects have been added to the Accounts Payable system for tracking purposes.
- I attended the February meeting of MNASR. The District is encouraged to reserve a table for the annual Liponi Foundation dinner and auction to be held on Saturday March 5, 2011.
- Staff has been planning for some of the projects included in Phase I of the Technology Plan.

PARK RIDGE RECREATION AND PARK DISTRICT
 INVESTMENT SCHEDULE
 as of January 31, 2011

INVESTMENT DATE	BANK	PRINCIPAL	INTEREST RATE	MATURITY DATE	INTEREST
CERTIFICATES OF DEPOSIT:					
12/28/10	The First, N.A., ME	248,000.00	0.320	06/28/11	395.71
12/28/10	GE Capital Financial Inc., UT	248,000.00	0.350	06/28/11	432.81
12/28/10	Privatebank & Trust Co., IL	248,000.00	0.400	06/28/11	501.51
12/28/10	Orrstown Bank, PA	248,000.00	0.550	06/28/11	680.13
12/28/10	Onewest Bank, FSB, CA	248,000.00	0.560	09/27/11	1,038.75
12/28/10	Sterling National Bank, NY	248,000.00	0.600	09/27/11	1,112.94
12/29/10	financial Federal Savings Bank, TN	248,000.00	0.350	08/26/11	570.74
12/29/10	Southwestern National Bank, TX	248,000.00	0.350	06/28/11	430.43
12/29/10	Bank of the Sierra, CA	248,000.00	0.450	09/27/11	831.65
12/29/10	Bank of Versailles, MO	248,000.00	0.350	07/27/11	499.40
12/30/10	BBU Bank, FL	248,000.00	0.500	04/07/11	332.93

TOTAL CERTIFICATES OF DEPOSIT \$ 2,728,000.00

INVESTMENT DATE	PAR VALUE	COST	INTEREST RATE	MATURITY DATE	INTEREST
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FIXED INCOME INVESTMENTS:
AGENCY DISCOUNT NOTES:

TOTAL FIXED INCOME INVESTMENTS \$ -

TOTAL CARRYING VALUE OF INVESTMENTS \$ 2,728,000.00

**PARK RIDGE PARK DISTRICT
STATEMENT OF CASH FLOWS
JANUARY 2011 - DECEMBER 2011**

	Jan-2011	Feb-2011	Mar-2011	Apr-2011	May-2011	Jun-2011	Jul-2011	Aug-2011	Sep-2011	Oct-2011	Nov-2011	Dec-2011
Beginning Cash & Investments:	6,297,777	7,116,766	7,173,389	9,048,839	8,609,854	8,143,210	7,791,364	7,259,123	6,735,026	6,052,016	5,543,732	5,021,474
Receipts												
Taxes	0	563,607	1,880,105	90,428	30,473	25,834	20,573	3,589	8,334	10	1,188,493	1,735,813
Replacement Taxes	20,024	0	10,691	30,338	32,467	0	25,994	14,209	0	23,203	0	7,494
Interest	1,365	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708
Fees & Admissions	157,550	120,707	117,819	195,534	196,640	275,331	208,611	158,089	117,591	110,168	109,480	121,822
Rental Income	56,875	45,824	36,611	29,255	20,396	36,182	28,066	45,361	15,025	19,588	46,858	99,609
Sales	3,239	5,163	10,465	20,372	5,047	4,310	6,937	6,834	7,579	4,283	6,386	4,688
Grants & Donations	39	136	96	190	110	110	136	136	93	185	79	50,133
Miscellaneous	30,683	8,137	48,014	15,178	9,226	48,257	14,814	27,624	20,889	17,509	8,138	87,874
Program Fees	850,791	95,126	589,643	260,656	366,102	259,713	212,651	412,100	197,295	121,258	39,542	18,279
Bond Money	64,000	0	0	0	0	0	0	0	0	0	0	0
Total Receipts:	\$ 1,184,565	\$ 841,409	\$ 2,696,153	\$ 644,659	\$ 663,170	\$ 652,445	\$ 520,490	\$ 670,651	\$ 369,513	\$ 298,912	\$ 1,401,684	\$ 2,128,420
Expenditures												
Salaries & Wages	119,856	287,463	288,713	419,188	425,017	360,479	395,141	377,289	457,806	301,864	288,491	294,893
Employee Benefits	89,255	108,202	108,202	108,202	124,492	108,202	108,202	108,202	108,202	124,492	108,202	108,202
Supplies	18,627	22,919	33,932	52,585	80,837	39,466	38,411	23,835	30,768	24,019	22,343	23,461
Contractual	39,350	155,743	120,475	139,743	190,017	104,693	119,023	191,498	132,842	95,594	190,057	128,170
Utilities	-8,823	68,940	65,948	66,317	65,862	66,206	94,007	72,703	86,628	72,109	66,145	66,600
Insurance	16,354	21,648	21,648	21,648	21,648	21,648	21,648	21,648	21,648	21,648	21,648	21,648
Debt Service	0	0	0	0	30,694	0	0	0	0	0	1,098,956	0
Miscellaneous	11,982	11,088	9,816	9,729	9,746	10,713	9,950	9,864	9,650	9,965	11,236	10,202
Program Instructors	31,677	75,837	67,347	77,834	94,779	88,717	177,852	117,002	57,123	86,615	70,430	60,449
Program Supplies & Equipment	15,872	12,901	27,007	16,032	24,623	16,790	23,239	23,162	11,373	11,138	20,497	32,379
Program Contractual	10,285	15,295	66,038	56,669	56,099	105,597	42,436	79,800	36,590	44,760	21,189	59,532
Capital Outlay	21,141	4,750	11,579	115,698	6,000	81,782	22,822	169,745	99,896	14,993	4,750	4,750
Total Expenditures:	\$ 365,576	\$ 784,786	\$ 820,704	\$ 1,083,644	\$ 1,129,814	\$ 1,004,291	\$ 1,052,731	\$ 1,194,749	\$ 1,052,523	\$ 807,195	\$ 1,923,942	\$ 810,286
Ending Cash & Investments:	\$ 7,116,766	\$ 7,173,389	\$ 9,048,839	\$ 8,609,854	\$ 8,143,210	\$ 7,791,364	\$ 7,259,123	\$ 6,735,026	\$ 6,052,016	\$ 5,543,732	\$ 5,021,474	\$ 6,339,608
LESS:												
Safety Net	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000
Working Cash - General Fund	228,582	228,582	228,582	228,582	228,582	228,582	228,582	228,582	228,582	228,582	228,582	228,582
Remaining Cash All Funds:	\$ 6,438,185	\$ 6,494,808	\$ 8,370,257	\$ 7,931,272	\$ 7,464,628	\$ 7,112,782	\$ 6,580,541	\$ 6,056,444	\$ 5,373,434	\$ 4,865,150	\$ 4,342,892	\$ 5,661,026

RECREATION

Marketing

The Spring/Camp 2011 brochure was edited and final proof sent to the printer - 20,000 copies ordered. Delivery date is the week of February 21, 2011. Spring/Camp Registration is Monday, March 7, 2011.

Developed, prepared and mailed Community-Wide Survey Request for Proposals to ten select universities (schools of business and/or marketing) and posted on the PRPD web site under "Doing Business with the Park District" to solicit corporate RFPs.

Recreation

Staff members Julie Greve, Mary Bart and Karen Bernhard attended the 2011 Soaring to New Heights IAPD/IPRA Conference. Jenny Clauson attended the Early Childhood Conference held at McCormick.

Compared to January 2010 Maine Park hosted an additional 10 parties for a total of 22 birthday parties. The Nature Preschool increased the January program participation at the Wildwood Nature Center 55%.

Senior Center

The Senior Center began its 30th Anniversary year with its first special event, The Park Ridge Speakeasy Party. There were 135 members in attendance for the celebration. The Senior Center chorus is beginning rehearsals for the spring and hosting an Open House on Friday, February 11th, in hopes to solicit new members.

Oakton Sports Complex

The Winter Learn to Skate registration significantly increased (23%) in 2011 with 791 participants as compared to 642 last year. This includes Learn to Skate, Learn to Skate Hockey, and Steamers Hockey. Ice Show and Ice Breaker Classic registrations are currently in progress. The new Oakton Facilities Manager, Brent Nolan, began work February 7, 2011.

Community Center

With 19,941 card scans in January 2011, the Community Center saw its highest member usage since we began tracking card scans in January of 2006.

Staff members J.T. Malak, Teresa Palaggi, and Desire van Thorre attended the 2011 Soaring to New Heights IAPD/IPRA Conference.

Community Center Statistics			Variance
Membership Statistics	<u>2011</u>	<u>2010</u>	
Total Memberships	2,384	2,316	68
Total Individuals	4,112	4,015	97
New Memberships	<u>2011</u>	<u>2010</u>	
Current Month	139	139	0
EFT Cancellations	<u>2011</u>	<u>2010</u>	
Current Month	37	26	11
Membership Usage	<u>2011</u>	<u>2010</u>	
Membership Card Scans	19,941	19,661	280
Facility Rentals	<u>2011</u>	<u>2010</u>	
MPR	8	16	(8)
Gym	13	21	(8)
Pool	2	1	(1)
1st Floor	1	0	1
Daycare	15	22	(7)
Daycare Attendance	<u>2011</u>	<u>2010</u>	
Children Scheduled	400	375	25
Children Attended	309	298	11
No Show	0	0	0
Children Cancelled	91	77	14
Daycare Punch Cards Sold	<u>2011</u>	<u>2010</u>	
Current Month	44	34	10
Daily Passes Sold	<u>2011</u>	<u>2010</u>	
Adult Resident	995	1,160	(165)
Youth Resident	923	1,116	(193)
Adult Nonresident	51	62	(11)
Youth Nonresident	19	9	(10)
Drop-ins Sold	<u>2011</u>	<u>2010</u>	
Aqua Aerobics R/NR	2 / 0	2 / 0	0 / 0
Land Aerobics R/NR	28 / 1	57 / 0	(29) / 1
Spinning R/NR	97 / 4	115 / 2	(18) / 2

RESOLUTION NO. 11-1

PARK RIDGE RECREATION AND PARK DISTRICT

**A RESOLUTION CONCERNING THE CONTINUED OPERATION OF THE
PARK RIDGE SENIOR CENTER**

WHEREAS, Park Ridge Senior Services, Inc. ("Services") and Park Ridge Recreation and Park District ("District") have cooperated over the past 30 years in jointly providing leisure, recreational and social opportunities for seniors at the Park Ridge Senior Center ("Senior Center") located at Centennial Park; and

WHEREAS, current economic conditions do not allow for the continuation of the relationship between the District and Services on the same terms and conditions contained in the most recent written Agreement between them, which expired by its terms on December 31, 2010; and

WHEREAS, providing a meeting place, programs, and activities for seniors (such as those which have historically been provided at the Senior Center by the District with the financial assistance of Services) is deemed by the Park Board and executive staff of the District to be a high priority and a crucial core mission of the District which should continue well into the future, for the need to meet the leisure, recreational and social interests of seniors will only increase as so-called "Baby Boomers" reach retirement age and life expectancies increase, and because it is in the best interest of the District, the seniors, and the community that such services and opportunities be offered; and

WHEREAS, there is growing concern, speculation and unfounded rumors among the seniors and throughout the community as to the future of the Senior Center and it is necessary and appropriate that the District provide assurances at this time such as those which are set forth herein, including, more specifically, that the District is committed to continue to serve seniors as it has done in the past, to the extent feasible and practicable given the limited financial resources of the District and the given the obligation of the District to simultaneously serve the interests of all residents and taxpayers of the District.

NOW, THEREFORE, be it and the same hereby is RESOLVED as follows:

1. That the above and foregoing recitals are incorporated herein the same as if set forth here in full and are found to be true and correct in all respects.
2. That the District shall continue, to the extent practicable in the judgment of the Executive Director and subject to periodic review by

the Park Board, to keep the Senior Center in operation for the benefit of the seniors consistent with past practice, but with such additional use and programming in those parts of the Senior Center as in the judgment of the Executive Director will not materially interfere with the operations of the Senior Center and its programs and activities and as will provide opportunities to increase revenues to the District.

3. That the Executive Director shall from time to time, in determining the practicability of maintaining the current level of programs and activities at the Senior Center such as have been offered in the past, take into account the sufficiency, or lack thereof, of monies which may in the future be received by the District from other sources, such as grants, donations, and charitable contributions, including but not limited to those which may be received from Services or other like-kind 501(c) 3 organizations.
4. That it be the declared intent of this Park Board that under no circumstances, absent an emergency declared by the Board of Commissioners of the District, that the Senior Center shall not cease operations on less than one year's advance written notice to the Senior Senate.
5. That this Resolution shall be effective upon adoption.

ADOPTED: February 17th, 2011

VOTE:

Ayes:

Nays:

Absent:

President
Board of Park Commissioners

Attest:

Secretary

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

I, STEPHEN VILE, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Park Ridge Recreation and Park District and of the Board of Park Commissioners of the Park Ridge Recreation and Park District; and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Park Commissioners and of the Park Ridge Recreation and Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain Resolution entitled:

RESOLUTION NO. 11-1

PARK RIDGE RECREATION AND PARK DISTRICT

**A RESOLUTION CONCERNING THE CONTINUED OPERATION OF THE
PARK RIDGE SENIOR CENTER**

That the foregoing was passed by the Board of Park Commissioners of said Park Ridge Recreation and Park District on the 17th day of February, 2011, and was on the same day approved by the Secretary of the Park Ridge Recreation and Park District; that it was filed and recorded in the office of the Secretary of the Park Ridge Recreation and Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Park Ridge Recreation and Park District this 17th day of February, 2011.

Secretary
Park Ridge Recreation and Park District
Cook County, Illinois

(SEAL)

BUILDINGS & GROUNDS

- During January 27-29th, Superintendent Wolf attended the 2011 IAPD/IPRA Conference. The conference was an excellent opportunity to become more educated on industry related topics, network with other professionals, and honor those who have made significant contributions to Parks and Recreation.
- “Pardon Our Dust”, is the current message to the patrons at the Oakton Ice Arena. Staff has been working diligently to improve the overall appearance at the facility. Some recent upgrades include the removal of inoperable lockers, the addition of heavy duty hooks in locker room 1, and painting has begun throughout the first floor. The project is proven to be difficult as the facility is almost always open and operating but we are on schedule to finish prior to spring.
- Work will resume on the Family Changing Rooms at the Community Center. Staff will determine the most time and cost efficient manner to complete the remaining work. Some of the items to be addressed are installation of an ADA shower unit, installation of fire strobes and exit lights, relocation of sprinkler heads, install a thermally-broken door to the pool, and several adjustments to the plumbing to comply with building code.
- Staff worked tirelessly to keep up with the blizzard that occurred on February 1-2, 2011. While deemed unsafe to open the Park District facilities, Buildings and Grounds staff worked around the clock to minimize the shut down time. All staff did a great job and should be commended for their efforts and dedication to providing safe access to the Park District.



**CITY OF PARK RIDGE
POLICE DEPARTMENT**

200 S. VINE AVE
PARK RIDGE, IL 60068
TEL: 847/318-5252
FAX: 847/318-5308
TDD: 847/ 318-5252
www.parkridgepolice.org

FRANK J. KAMINSKI
CHIEF OF POLICE

February 8, 2011

Maryanne Lucarz
Park Ridge Park District
2701 West Sibley Street
Park Ridge, IL 60068

Dear Ms. Lucarz:

On February 1st and 2nd, 2011, the City of Park Ridge experienced record-breaking snowfall. With all Departments working hard to keep up with snow related issues, while doing whatever possible to keep those who live, work and travel in the City of Park Ridge safe, you and your Department were generous enough to let the Police Department use one of the Park District trucks during the blizzard. This helped out the Department tremendously.

I wanted to express my sincere appreciation to you for your assistance during the blizzard and for the use of the Park District truck. It is always gratifying to see departments working together for a common cause.

Thank you again for your assistance.

Yours truly,

Frank Kaminski
Chief of Police

FK/kd