

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 17, 2017**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson
Tim Jones
Bob Loranger
Mark Malouf

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Dino Squiers – Superintendent of Parks & Facilities
Scott Devlin – Business Manager
Marci Glinski – Supervisor of Recreation
Jim Lennon – Park Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

Correspondences received were:

- PDRMA letter dated November 9, 2016
- Government Finance Officers Association award letter dated December 27, 2016 – a press release will be distributed to the newspapers.

Recognition/Welcome

Residents

There were none.

City of Prospect Heights City Administrator Joe Wade was in attendance.

Special Presentation

Joe Wade, City Administrator City of Prospect Heights - Request to use property for compensatory storm water detention for the Willow Road project

City of Prospect Heights City Administrator Joe Wade provided a presentation about the Willow Road project. The project would require several areas to be used as compensatory storm water detention areas. Two of the areas are located within the Park District's property – near Eisenhower School and McDonald Field and in Walnut Woods. The detention area is not meant to be a wet pond and it will not influence the pond at Walnut Woods. The City is requesting to

Special Presentation (continued)

use Park District property for compensatory storm water detention for the \$3,000,000 Willow Road project and is seeking conceptual approval.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to accept City of Prospect Heights' conceptual plans to use Park property for compensatory storm water detention for the Willow Road project. The motion was approved with a voice vote with one abstain (Commissioner Avery). The motion carried.

Approval of Minutes**Regular Board Meeting – December 20, 2016**

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the December 20, 2016 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with two abstains (Commissioners Curtis and Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 1/12/217/16 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #1**

| | | | | | | |
|---------------|---------------|------------|--|--------------------|----|--------------|
| Mt Pros State | Payroll | #90001511 | Sweep Acct. | Outstanding checks | \$ | (4,301.46) |
| Mt Pros State | Vendor | #90001503 | | | \$ | (104,839.18) |
| Mt Pros State | Imprest | #90001529 | Sweep Acct. | Outstanding checks | \$ | 5,000.00 |
| Mt Pros State | General/Sweep | #90001498 | | | \$ | 129,726.96 |
| Mt Pros State | ATM | #90001537 | Combined Bal – Account and ATM Machine | | \$ | 26,055.53 |
| Mt Pros State | Cash Reserves | #90001545 | | | \$ | 350,344.43 |
| Mt Pros State | Class – Reg. | #90002787 | Sweep Acct. | Deposit in transit | \$ | - |
| Mt Pros State | Investment | #107503657 | | | \$ | 3,000,656.72 |
| | | | | Totals | \$ | 3,402,643.00 |

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #1 dated January 17, 2017 in the amount of \$3,402,643.00. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

| | | | |
|-------------|-------------------|----|------------|
| Vendor #12 | | \$ | 25,115.04 |
| Vendor #12A | | \$ | 25,482.52 |
| Vendor #12B | | \$ | 100,420.89 |
| Vendor #12C | Electronic | \$ | 13,048.77 |
| Payroll #25 | 12/09/16 | \$ | 67,521.06 |
| Payroll #26 | 12/23/16 | \$ | 54,991.03 |
| Refund #12 | December | \$ | 833.50 |
| | Total of Warrants | \$ | 287,412.81 |

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C, Payroll 25, 26 and Refund #12 in the amount of \$287,412.81. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Loranger, Malouf

Nays: None

Absent: None

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin commented that there's a correction with the date on the YTD Fund Summary. The date should be 2017 not 2016. The annual audit is scheduled for next month.

Attorney's Report

Legal Matters – Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro provided an update about Heron Pond. She reached out to IDNR and was informed that placing bags on the property that would collect what was dredged from the pond is not permissible. The architectural firm, Chipman Design Architecture Principal in Des Plaines, has six junior architects designing plans pro bono for the bridge in the new nature park. Christina will be meeting with Marketing Coordinator Ali Geary regarding the redesign of the Park District logo. Christina will be putting together an RFP for the Park District Comprehensive Master Plan.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Park District will be going live with the new RecTrac software on January 9th. However, they are having issues with the signature pads.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported that Staff is dealing with the effects of the freezing rain. The installation of the ADA shower heads is complete. Staff is moving forward with the new recreation office spaces.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted. Director of Golf Operations Marc Heidkamp reported that the Grounds Staff was able to cut down the willow trees by hole #6 and #13.

Administrative/Operational Summary

- **Dance and Performing Arts** – Supervisor of Recreation Marci Glinski reported that the Dance Department did well in 2016. The Dance Department will be split in 2017 into two departments, Dance Department and Performing Arts Department.

Committees of the Board

- **Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis – No report.
- **Finance Committee**
Chairman Vicki Carney, Sub Chair Tim Jones – No report.
- **OCCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Mark Malouf, Sub Chair Bob Loranger – No report.
- **Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney – No report.
- **Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Karl Jackson – Executive Director Christina Ferraro reported that the draft Cyber Liability Policy, Land Acquisition Policy and the Travel Reimbursement Policy were reviewed during the 01/17/17 Policy & Procedure Committee meeting. The policies will be revised and be brought back to the February Board meeting.
- **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones – No report.
- **Recreation Programs & Resident Relations Committee**
Chairman Karl Jackson, Sub Chair Mark Malouf – No report.

Public Comment

There were none.

Unfinished/Ongoing Business

There were none.

New Business**Travel Expense Reimbursement Act**

Executive Director Christina Ferraro reported that the draft Travel Reimbursement Policy was reviewed during the 01/17/17 Policy & Procedure Committee meeting. The policy will be revised and be brought back to the February Board meeting.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro discussed the lease agreement for Food, Beverage & Banquet Service (F, B & BS) at Old Orchard Country Club with Midori which will end 12/31/2018. Staff recommends three options: renew with Midori, outsource to another vendor or bring the operation in-house. In order to make the best decision, staff is recommending a simultaneous two-tiered approach: solicit for two requests for proposals (RFPs): (1) vendors to equip, manage and operate the F, B & BS and (2) a consultant to develop a budget and business plan to bring the operation in-house. Firms/vendors/consultants will be permitted to submit proposals for only one of the RFPs; they cannot submit one for each RFP released. Both RFPs will reference the other for the sake of transparency. The Board will vote next month to accept staff's recommendation to release two RFPs in April, 2017 for the F, B & BS at Old Orchard Country Club in order to hold discussions later in the year regarding future direction of the operation.

Recess into Executive Session

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 8:01 p.m. The motion was unanimously approved with a voice. The motion carried.

Reconvene to Open Session

Open session reconvened at 8:21 p.m. During Executive Session Personnel and the Executive Director's annual review were discussed.

Possible Action on Matters Discussed in Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to increase the Executive Director's compensation by 5.79% for the 2017 calendar year, effective January 1st. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Loranger, Malouf

Nays: None

Absent: None

The motion carried.

Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:25 p.m. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
M. Malouf, Prospect Heights Park District Secretary