

**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, FEBRUARY 16, 2016**

Call to Order

Roll Call

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

Commissioners present:

Vicki Carney

Terry Curtis

Lisa Gould

Karl Jackson (arrived at 7:16 p.m.)

Tim Jones

Bob Loranger

Mark Malouf

Also Present:

Christina Ferraro – Executive Director

Dino Squiers – Superintendent of Facilities & Parks

Marc Heidkamp – Director of Golf

Marci Glinski – Supervisor of Recreation

Scott Devlin – Business Manager

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 Terry Curtis.

Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Correspondence

The following item was included in Correspondence:

- Certificate of Recognition in celebration of PHPD 50th Anniversary from State Rep David Harris on behalf of Illinois House of Representatives

In addition, Executive Director Christina Ferraro received a Public Hearing Notice from the City of Prospect Heights related to a proposed sign located at 215 S. Elmhurst Road, Prospect Heights, IL.

Recognition/Welcome

Residents – There were none in attendance.

Recognition – Supervisor of Recreation Marci Glinski recognized Kathy DeCoursey. Kathy works part-time in the Recreation Department at the Front Desk and in the Preschool program. She has great customer service skills and is always willing to assist with any projects. She will be recognized at the next All Staff Meeting.

Approval of Minutes

Regular Board Meeting – January 19, 2016

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to approve the January 19, 2016 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Announcements (Meetings)

The next Regular Board Meeting will be held on 03/15/16 at 7:00 PM at GMRC.

Park District Treasurer's Report

Cash Report #2

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #2 dated February 16, 2016 as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried. See Appendix A.

Approval of Warrants for Payment

Commissioner Malouf had a couple questions about the expenses from the 01/21/16 Expense Report.

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept Warrants for payment as submitted for Vendor Warrants # 1, 1A, 1B, 1C, 1D, 1E, Payroll 1, 2 and Refund #1. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Carney, Curtis, Gould, Jones, Loranger, Malouf

Nays: None

Absent: Commissioner Jackson

The motion carried. See Appendix B.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that the Auditors started their annual audit today.

Commissioner Jackson arrived at 7:16 p.m.

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 also highlighted that her first month at the Park District has been great. PDRMA met with the Staff to review the upcoming Lost Control Review process. Christina attended the annual IPRA Conference. She sought a consensus from the Board to move forward with pursuing a ComEd Green Region Program grant with the City of Prospect Heights. Should the grant be approved, the Park District's share would be \$5,000, the City would match at \$5,000 and ComEd would award a grant of \$10,000. There was discussion about holding the annual Block Party in August 2016 which would be in addition to the scaled down 50th Anniversary June events weekend. Christina will seek funding from the City of Prospect Heights for the August 2016 Block Party. Commissioner Malouf requested for Christina to look into the cost benefits for PDRMA, NWSRA, IAPD and IPRA. Christina will be reaching out to each Commissioner to meet with them individually sometime in the next coming weeks.

Administrative / Operational Summary (continued)

Superintendent of Recreation – as submitted. Supervisor of Recreation Marci Glinski distributed to the Board promotional items celebrating the Park District's 50th Anniversary. These promotional items will be given away to patrons at the 50th Anniversary events throughout the year. Commissioner Loranger discussed the steady decline in Fitness Center memberships and questioned how the Park District can increase the membership. Christina stated that this item will be discussed in the upcoming Staff retreat.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers informed the Board that Agnes from the Prospect Heights Natural Resources Commission was at the Park District this past weekend and did a controlled burn. Commissioner Carney asked if there was a schedule for the various inspections. Dino responded that there is a schedule and he keeps track of them.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported he secured another donation for the GPS systems on the golf carts and is finalizing two other donations. Marc scheduled two new golf outings at OOC for 2016. He attended the PGA Conference in January. He discussed the GPS offering from Yamaha. Marc is working with Christina to obtain funding to assist with the geese control at OOC. The Golf Committee plans to schedule a Committee meeting.

Superintendent of Greens – as submitted. Director of Golf Operations Marc Heidkamp reported Superintendent of Greens Jerry Arden and his Grounds Staff has been working on cutting willow trees down.

Administrative/Operational Updates

Active Adult Departmental Summary – Supervisor of Recreation Marci Glinski provided a summary about the Active Adults Department. She is trying to keep the expenses and trip ticket expenses down.

Special Events Departmental Summary – Supervisor of Recreation Marci Glinski provided a summary about the Special Events Department. Most of these events are free to the public. She is looking to find sponsors for the free events.

Public Comment

There were none.

Unfinished/Ongoing Business

Lions Park Tennis Courts – No update.

GMRC Whirlpool Updates – Superintendent of Parks & Facilities Dino Squiers informed the Board the Engineer he has been working with is communicating with the spa company. There haven't been any charges from the Engineer at this time. The Engineer has been doing all the research at this point.

PHPD Investment Policy – Park Attorney Jim Lennon discussed looking into the legislation that was passed, the Investment of Municipal Funds Act, which allows the Park District to invest in our own bonds. This item will be brought back at the March Board meeting for discussion and adoption of an Ordinance. Commissioner Carney asked how the Park District goes about sourcing Professional Services. It was decided for the Business Manager Scott Devlin to contact a few companies and ask for a proposal.

Ongoing Business (continued)

Tully Park – Park Attorney Jim Lennon commented that the Church agreed to keep Tully Park to a deed restriction for 10 years. The Park District will continue discussions with the church.

2016 PHPD Budget

A motion was made by Commissioner Gould and seconded by Commissioner Carney to open the Public Hearing related to the Combined Budget & Appropriation Ordinance 02.16.16. The motion was unanimously approved with a voice vote. The motion carried.

There was no public in attendance. There being no questions from the Board Commissioners, a motion was made by Commissioner Jackson and seconded by Commissioner Carney to close the Public Hearing. The motion was unanimously approved with a voice vote. The motion carried.

Combined Budget and Appropriation Ordinance 02.16.16

A motion was made by Commissioner Carney and seconded by Commissioner Jones to adopt the Combined Budget & Appropriation Ordinance 02.16.16 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Curtis, Gould, Jackson, Jones, Loranger

Nays: Commissioner Malouf

Absent: None

The motion carried.

New Business

Intergovernmental Agreement Termination with Wheeling Park District for 2017 Youth Soccer Program – Executive Director Christina Ferraro reported that Superintendent of Recreation Julie Caporusso has been working with Recreation Supervisor Georges Eber with regards to the Park District's Soccer Program. The participation has decreased throughout the years. Staff is looking to terminate the Intergovernmental Agreement with Wheeling Park District for the fall 2017 season. This would allow Staff to put together their own program or join another local Park District for the 2017 season. The Intergovernmental Agreement would have to be terminated by March 1, 2016. Staff was seeking approval from the Board.

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to terminate the Intergovernmental Agreement with Wheeling Park District for the 2017 Youth Soccer Program based on Julie Caporusso's recommendations. The motion was unanimously approved with a voice vote. 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 8:21 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