

**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 21, 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 (arrived at 7:01 p.m.)

Also Present:

Christina Ferraro – Executive Director
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 Carney and seconded by Commissioner Jackson to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

There were none.

Malouf arrived 7:01 p.m.

Recognition/Welcome

There were none.

Approval of Minutes

Policy & Procedure Committee Meeting – January 17, 2017

Regular Board Meeting – January 17, 2017

An omnibus motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the January 17, 2017 Policy & Procedure Committee Meeting and January 17, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 3/21/16 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #2**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(3,864.26)
Mt Pros State	Vendor	#90001503			\$	(40,460.32)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	300,487.07
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,135.53
Mt Pros State	Cash Reserves	#90001545			\$	350,418.82
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	2,601,281.60
					Totals	\$ 3,238,998.44

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept the Treasurer's Report – Cash Report #2 dated February 21, 2017 in the amount of \$3,238,998.44. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

Vendor #1		\$	43,074.75
Vendor #1A		\$	18,206.03
Vendor #1B		\$	13,097.20
Vendor #1C		\$	25,853.54
Vendor #1D	Electronic	\$	29,547.91
Payroll #1	01/06/17	\$	51,832.53
Payroll #2	01/20/17	\$	56,166.36
Refund #1	January	\$	586.00
Total of Warrants		\$	238,364.33

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 1, 1A, 1B, 1C, 1D, Payroll 1, 2 and Refund #1 in the amount of \$238,364.33. 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 the annual audit was completed and it went well. The Fund Report is unaudited but will be updated when CAFR is received.

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 reported that the Comprehensive Master Plan RFP went out to 20 agencies and it is posted on the Park District's website and was emailed out. Proposals are due back by 3/10/17. Christina will be meeting with Chipman Design on 3/1/17 to talk about what the interpretive nature park bridge will look like. She has outlined a schedule regarding the Food, Beverage & Banquet Service at Old Orchard Country Club. The City of Prospect Heights City Council was looking for a signature holiday event and have had conversations about possibilities of having the event at the Park District due to space issues. City Council will discuss this Saturday. This would be a City event that would possibly be held at the Park District indoors or possibility in outdoor tents with music, drinks, food, and craft vendors. More information to follow.

Christina, Scott and Commissioner Malouf will be attending the 02.22.17 State of City Address. Chamber of Commerce invoiced the Park District for 2017 membership. The Park District and other local agencies plan to talk with the Chamber of Commerce regarding the benefits of membership. Christina also discussed the property tax freeze with more information to follow.

Superintendent of Recreation – as submitted.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported staff finished renovating two new office spaces for Marci & Laura.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted.

Administrative/Operational Summary

- **Department 11 – Active Adults** - Supervisor of Recreation Marci Glinski reported that this department has come a long way as far as the number of participants participating in the trips/programs.
- **Department 12 – Special Events** - Supervisor of Recreation Marci Glinski reported that in 2016, this department did well. The Park District offered several free & half off events in celebration of the Park's 50th Anniversary. This Friday night, the first Royal Family Ball event will be held at Old Orchard Country Club. There are currently about 35 registered for this event.

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.
- **OCC 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 – No report.
- **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**Approval of the ordinance to adopt Travel, Meal and Lodging Expenses Policy**

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adopt Ordinance 02.21.17 an Ordinance to adopt Travel, Meal, and Lodging Expenses Policy. 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.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro is looking for direction to move forward with two 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. Board directed staff to move forward with both RFPs.

New Business**Approval to adopt Cyber Liability Policy**

A motion was made by Commissioner Malouf and seconded by Commissioner Jackson to adopt the Cyber Liability Policy. 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.

Approval to adopt Land Acquisition Policy

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to adopt the Land Acquisition Policy. 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.

Resolution 02.21.17 a Resolution Authorizing the Disposal of Personal Property Owned by the Prospect Heights Park District Cook County, Illinois

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to adopt Resolution 02.21.17 a Resolution Authorizing the Disposal of Personal Property Owned by the Prospect Heights Park District Cook County, Illinois. 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.

Combined Budget & Appropriation Ordinance 02.21.17A

A motion was made by Commissioner Jackson and seconded by Commissioner Malouf to table this item and bring it back on the March Agenda. The motion was unanimously approved by a voice vote. The motion carried

Recess into Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson 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 Land Acquisition (Section 2(c) (5/6)) at 7:36 p.m. The motion was unanimously approved with a voice. The motion carried.

Reconvene to Open Session

Open session reconvened at 8:06 p.m. During Executive Session Land Acquisition was discussed.

Possible Action on Matters Discussed in Executive Session

There were none.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 8:07 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