

**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, APRIL 19, 2016**

Call to Order

Roll Call

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

Commissioners present:

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

Also Present:

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

Commissioners absent:

Lisa Gould

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Terry Curtis.

Corrections / Additions / Approval of Agenda

Commissioner Curtis requested to add OCCC Programs, Facilities Grounds & Maintenance Committee discussion under New Business and move Item XI Public Comment to Item III and move Item XIII New Business after Public Comment.

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

Public Comment

Mary Ellen Siemens spoke on behalf of the Friends of Tully Park. She thanked the Board for listening to their requests to keep Tully Park as open space. Friends of Tully Park met with the Natural Resource Commission and provided notes from their meeting that was held on April 17, 2016 (Exhibit B).

Will Wagner inquired about the possibility of the Park District purchasing the neighboring property.

Jack Halpin of St Viator Golf thanked OCCC and the Board for the state of the art practice area which St Viator agreed to pay \$18,000 (\$3,000/yr for 6 years) for the construction. He submitted a corrected contract (Exhibit C) to the Board.

New Business

2015 Audit Management Letter - Abdullah Khan of Knutte & Associates Inc reviewed the 2015 Audit Management Letter and highlighted sections of the CAFR.

New Business (continued)

OOCC Programs, Facilities Grounds & Maintenance Committee Meeting – Commissioner Curtis reported that during the OOCC Programs, Facilities Grounds & Maintenance Committee Meeting held prior to this meeting, direction was given to Executive Director Christina Ferraro and Director of Golf Operations Marc Heidkamp to meet with Midori to discuss the Park District's expectations with the food and beverage and banquets services offered at OOCC. Park Attorney Jim Lennon is to review the agreement and all are to report back at the next meeting.

Correspondence

Northfield Presbyterian Church religious ownership real estate taxes exemption

Recognition/Welcome

Residents – Residents Mary Ellen Siemens, Rod Siemens, Nancy Lutton, Wendy Dewar, Lynn Anderson, Al Stewart, Meg Vannelli, Will Wagner and Abdullah Khan of Knutte & Associates Inc were in attendance.

Recognition – Superintendent of Recreation Julie Caporusso welcomed Olivia Shapley the new Supervisor of Recreation. Olivia recognized Tom Semerau for his hard work with the Fitness Center, Driver and Floor Hockey. He will be recognized at the next All Staff Meeting.

Approval of Minutes**Recreation Facilities, Parks & Maintenance Committee Meeting – March 15, 2016****Regular Board Meeting – March 15, 2016**

Commissioner Jackson discussed correcting page 1 of the March 15, 2016 Recreation Facilities, Parks & Maintenance Committee Meeting minutes under Roll Call to read "President Lisa Gould called the **Recreation Facilities, Parks & Maintenance Committee Meeting** of the...".

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to approve the March 15, 2016 Recreation Facilities, Parks & Maintenance Committee Meeting minutes as amended and the March 15, 2016 Regular Board Meeting minutes as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Gould). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 05/17/16 at 7:00 PM at GMRC.

Park District Treasurer's Report**Cash Report #4**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(2,764.83)
Mt Pros State	Vendor	#90001503			\$	(90,059.11)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	2,710,015.06
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,015.53
Mt Pros State	Cash Reserves	#90001545			\$	349,714.73
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	1,008,194.32
				Totals	\$	4,006,115.70

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #4 dated April 19, 2016 in the amount of \$4,006,115.70.

Park District Treasurer's Report (continued)

The motion was unanimously approved with a voice vote with one absent (Commissioner Gould). The motion carried.

Approval of Warrants for Payment

Vendor #3	03/03/16	\$	34,822.92
Vendor #3A	03/10/16	\$	19,396.76
Vendor #3B	03/18/16	\$	25,122.69
Vendor #3C	03/24/16	\$	15,901.11
Vendor #3D	03/31/16	\$	82,507.18
Vendor #3E	Electronic	\$	12,520.06
Payroll #5	03/04/18	\$	53,300.37
Payroll #6	03/18/16	\$	53,886.43
Refund #3	March	\$	200.00
Total of Warrants		\$	297,657.52

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 3D, 3E Payroll 5, 6 and Refund #3 in the amount of \$297,657.52. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Gould

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that audited numbers are included on the Fund Sheet. Financial Statements were sent out last Friday. Board Members are to contact Scott should they have any questions.

Attorney's Report

Legal Matters – Attorney Jim Lennon reported he spoke to the Attorney of the church right after the last meeting and informed him that the Park District will no longer be proceeding with the transfer of the Tully Park property.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported the bands are booked and food trucks will be available at the Block Party. Mount Prospect Bank has agreed to sponsor the Block Party. Christina has been working with the Natural Resource Commission with hiring an intern. They have met with the student who is coordinating the Capstone project which will be presented to the Board at the June meeting. NWSRA will be doing a presentation for the Board at the May meeting. She reviewed the cost analysis for IAPD, IPRA, NRPA, NWSRA and PDRMA. Membership to IAPD will be revisited next year. Christina discussed the Capital Projects Fund 518. She plans to provide a quarterly update. \$40,000 was budgeted for the GMRC rear HVAC but has been on hold. She is recommending proceeding with this project.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported the Senior Lunch and Wine Tasting & Bucket of Balls events are filled. The Park District received the \$1,000 Power Play Grant from IAPD.

Administrative / Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported the State rejected the variance for the whirlpool. Dino discussed options for that space which included continuing the patching of the whirlpool, converting room to a free weights room, converting the room into office space/meeting room. There was discussion about converting the existing saunas to steam saunas. Dino also reported the Tennis Courts project will be completed in two phases so that there are courts available to play on.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported Golf has had a good start in March and he is looking forward to a great year.

Superintendent of Greens – as submitted. Director of Golf Operations Marc Heidkamp reported budgeted equipment has been ordered. Jerry and his crew have done a great job with the removal of several trees.

Administrative/Operational Updates – There were none.

Unfinished/Ongoing Business

GMRC Whirlpool Recommendations – As reported in Administrative/Operational Summary.

PHPD Investment Policy – This item will be moved to the May meeting for discussion.

Recess into Executive Session

A motion was made by Commissioner Malouf 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 7:57 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Gould). The motion carried.

Reconvene to Open Session

Open session reconvened at 8:15 p.m. During Executive Session Land Acquisition was discussed.

Possible Action on Matters Discussed in Executive Session

Park Attorney Jim Lennon was directed to take action consistent with matter discussed in Executive Session.

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:16 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Gould). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

M. Malouf, Prospect Heights Park District Secretary