

**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, MAY 17, 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  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

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

Commissioners absent:

Karl Jackson

A quorum was present.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Lisa Gould.

**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**

There were none.

**Recognition/Welcome**

Tracey Crawford, Executive Director of NWSRA, was in attendance.

**Approval of Minutes**

**Committee of the Whole Meeting – April 19, 2016**

**Regular Board Meeting – April 19, 2016**

Commissioner Carney asked for the April 19, 2016 Committee of the Whole Meeting Minutes be corrected on page 2 – delete “The Finance Committee will hold a meeting on 6/26/16 at 6pm at GMRC.” Also, correct the spelling of “Jack Helpin” on page 1 of the April 19, 2016 Regular Board Meeting Minutes to “Jack Halpin”.

A motion was made by Commissioner Carney and seconded by Commissioner Jones to approve the April 19, 2016 Committee of the Whole Meeting Minutes and the Regular Board Meeting Minutes as amended. The motion was unanimously approved with a voice vote with one abstain (Commissioner Gould) and one absent (Commissioner Jackson). The motion carried.

**Announcements (Meetings)**

A Committee of the Whole Park Tour will be held on 05/18/16 at 3 pm and a Regular Board Meeting will be held on 06/21/16 at 7:00 pm at GMRC.

**Park District Treasurer's Report****Cash Report #5**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$ (9,235.66)
Mt Pros State	Vendor	#90001503			\$ (48,468.04)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$ 5,000.00
Mt Pros State	General/Sweep	#90001498			\$ 2,662,905.80
Mt Pros State	ATM	#90001537		Combined Bal – Account and ATM Machine	\$ 25,635.53
Mt Pros State	Cash Reserves	#90001545			\$ 349,758.68
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$ -
Mt Pros State	Investment	#107503657			\$ 1,008,322.41
<b>Totals</b>					<b>\$ 3,993,918.72</b>

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #5 dated May 17, 2016 in the amount of \$3,993,918.72. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

**Approval of Warrants for Payment**

Vendor #4	04/07/16	\$ 34,822.92
Vendor #4A	04/15/16	\$ 19,396.76
Vendor #4B	04/21/16	\$ 25,122.69
Vendor #4C	04/28/16	\$ 15,901.11
Vendor #4D	Electronic	\$ 82,507.18
Payroll #7	04/01/18	\$ 54,935.45
Payroll #8	04/15/16	\$ 53,922.51
Payroll #9	04/29/16	\$ 58,851.12
Refund #4	March	\$ 1,631.00
<b>Total of Warrants</b>		<b>\$ 305,355.60</b>

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept Warrants for payment as submitted for Vendor Warrants # 4, 4A, 4B, 4C, 4D, Payroll 7, 8, 9 and Refund #4 in the amount of \$305,355.60. 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.

**Business Manager Report**

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that the Park District has received to date approximately half of their Real Estate Tax income. The Finance Committee met with Scott on 4/26/16. The Finance Committee decided to move \$1,300,000.00 from the Operating Fund into an Investment Fund and opened a \$100,000 Illinois Trust CD. Commissioner Carney reported that the Committee revised their goals and objectives which they will present at the June Regular Board Meeting; this will need to be an agenda item.

**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 Employee Recognition has been removed from the Agenda and she is working on a better way to recognize Staff. Christina has spoken to the student who is coordinating the Capstone project which he will be presenting at the June meeting. Christina and Marc Heidkamp met with Bonnie of Midori and her Attorney. Christina handed a request to Bonnie & her attorney for all annual financial reports and the annual tax returns of Midori Banquet Services to be received by the Prospect Heights Park District no later than May 31, 2016. This request is Section 9 of the current agreement between Bara Inc. (Operator) and Prospect Heights Park District: *The District may examine all annual financial reports and the annual tax returns of the Operator during normal business hours upon written request by the District.* Community Day will be held on June 4<sup>th</sup> and the Block Party will be held on August 13<sup>th</sup>. During the PDRMA Lost Control Review there was discussion about a Land Acquisition Resolution and an Agreement with the PHWFA. Staff will need to put together a Land Acquisition Resolution and review and update the Agreement with PHWFA before November 2016.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported the Wine Tasting & Bucket of Balls event is scheduled for tomorrow with 47 people registered. Julie also reported that the new Recreation Supervisor/Pool Manager Olivia Shapley is doing an outstanding job with the hiring of the summer lifeguards.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported they filled the pool and the pump is running and the pool is off to a good start. Dino received an email from PHWYBS asking if the Park District can cut the grass at Lou Johnson Field. He will respond to them and decline. The Tennis Court project is moving forward. He discussed the renderings of the playground equipment for Lions Park. They purchased the playground equipment through the National Purchasing Program and came in under budget. They plan to use some of the existing playground equipment at other parks.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted. Christina informed the Board that a recent storm struck the control panel at OOC and it needed to be replaced.

Administrative/Operational Updates – There were none.

**Public Comment**

There were none.

**Unfinished/Ongoing Business**

There were none.

**New Business****NWSRA Presentation**

Tracey Crawford, Executive Director of NWSRA, presented a power point, the 2015 Year in Review and reviewed NWSRA's 2016 goals.

**New Business (continued)****Resolution to accept policy related to the naming of Prospect Heights Park District property**

Christina and Park Attorney Jim Lennon discussed the importance and benefits in having a policy in place. The Policy & Procedure Committee will review and report back at the next Regular Board Meeting.

**Nomination and Election of Officers May 2016 – April 2017****Park Board President**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to open the nominations for 2016-2017 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to nominate Tim Jones as Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to close nominations for 2016-2017 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to elect Tim Jones Park Board President by acclamation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Park Board Vice-President**

A motion was made by Commissioner Gould and seconded by Commissioner Carney to open the nominations for 2016-2017 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to nominate Terry Curtis as Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to close nominations for 2016-2017 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to elect Terry Curtis Park Board Vice-President by acclamation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Park Board Treasurer**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to open the nominations for 2016-2017 Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to nominate Vicki Carney as Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**New Business (continued)**

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to close nominations for 2016-2017 Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to elect Vicki Carney Park Board Treasurer by acclamation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Park Board Secretary**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to open the nominations for 2016-2017 Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to nominate Mark Malouf as Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to close nominations for 2016-2017 Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to elect Mark Malouf Park Board Secretary by acclamation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Park District Appointments May 2016 – April 2017****Park District Attorney**

A motion was made by Commissioner Malouf and seconded by Commissioner Carney to appoint James Lennon as Park District Attorney. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Representative to NWSRA Board**

A motion was made by Commissioner Malouf and seconded by Commissioner Jones to appoint Christina Ferraro as Representative to NWSRA Board. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Recording Secretary**

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to appoint Edlyn Castil as Recording Secretary. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**Recess into Executive Session**

A motion was made by Commissioner Malouf and seconded by Commissioner Carney 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 8:10 pm. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

**Reconvene to Open Session**

Open session reconvened at 9:00 pm. During Executive Session Personnel was discussed.

Lisa Gould submitted her resignation from the board because she and her family are relocating to Arizona. Her resignation is effective July 20, 2016

**Possible Action on Matters Discussed in Executive Session**

There was none.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Jones and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 9:05 pm. The motion was unanimously approved with a voice with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_

M. Malouf, Prospect Heights Park District Secretary