

**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, NOVEMBER 14, 2017**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present:

Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Laura Fudala - Supervisor of Recreation
Marci Glinski – Supervisor of Recreation
Olivia Shapley - Supervisor of Recreation
Erin Pell – Ancel Glink

Commissioners absent:

Ellen Avery
Karl Jackson

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 Loranger and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Correspondence

Executive Director Christina Ferraro discussed the letter received from the City of Prospect Heights related to the Sanitary Sewer Service.

Recognition/Welcome

Neal Patel of PHWYBS, Marie Berrigan of Creekside Condo, Clayton Berrigan of Creekside Condo, Julie Melino of Creekside Condo, Mr. and Mrs. Teresi of Creekside Condo, and Joseph Rovetto of Creekside Condo were in attendance.

Appointment of Secretary Protem

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to appoint Commissioner Eric Kirste Secretary Protem for the 11/14/17 Regular Board Meeting. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Approval of Minutes**Special Board Meeting – October 11, 2017****Regular Board Meeting – October 17, 2017**

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the October 11, 2017 Special Board Meeting and the October 17, 2017 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Announcements (Meetings)

A Committee of the Whole Special Meeting will be held on 12/04/17 at 7:00 p.m. at GMRC. A Regular Board Meeting will be held on 12/12/17 at 7:00 p.m. at OOC.

There was discussion about scheduling a Special Board Meeting for 11/28/17 for the purpose of the proposed Tax Levy. Executive Director Christina Ferraro will schedule and notice the meeting.

Park District Treasurer's Report**Cash Report #11**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(6,596.51)
Mt Pros State	Vendor	#90001503			\$	(54,469.97)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	1,121.77
Mt Pros State	General/Sweep	#90001498			\$	1,088,090.40
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,123.03
Mt Pros State	Cash Reserves	#90001545			\$	351,074.60
Mt Pros State	Investment	#107503657			\$	3,607,005.37
Totals					\$	5,012,348.69

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #11 dated November 14, 2017 in the amount of \$5,012,348.69. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Approval of Warrants for Payment

Vendor #10		\$	59,477.87
Vendor #10A		\$	81,010.36
Vendor #10B		\$	6,600.00
Vendor #10C		\$	42,292.51
Vendor #10D		\$	35,384.87
Vendor #10E	Electronic	\$	33,053.61
Payroll #19	10/13/17	\$	63,676.62
Payroll #20	10/27/17	\$	68,174.37
Refund #9	October	\$	2,114.00
Total of Warrants		\$	391,784.21

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 10, 10A, 10B, 10C, 10D, 10E, Payroll 21, 22 and Refund #10 in the amount of \$391,784.21. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Carney, Curtis, Jones, Kirste, Loranger

Nays: None

Absent: Commissioners Avery and Jackson

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board he is working on changing the report format that is distributed to the Board, for 2018. He also reported that the Park District has received 96% of its Real Estate tax revenue. He will be making two bond payments a couple days before 12/1/17.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro informed the Board the 4G cellular will be installed within the next 2-3 weeks. Christina also reported that "Nature Preserve" is the official name for project located behind the tennis courts.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso informed the Board that the Fitness Studio opened in November. The Winter/Spring brochure will be mailed out to residents today. The Park District held their 1st Arts Showcase last Saturday, November 11. It was a great event that included showcasing two local artists, honoring the Veterans on Staff, performances by the Preschool and KinderStop programs and two Dance classes, and over 20 craft vendors. Recreation Supervisor Marci Glinski reported the Spookfest event held on November 11 was a huge success with a great turnout of 258 children and their family. Commissioner Loranger congratulated Recreation Supervisor Olivia Shapley for organizing the Fitness Center Triathlon.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported the well company was at the golf course today pulling up the well motor and evaluating what type of repairs/replacement need to be addressed. OCCC golf course officially closed for the season today. The Turkey Shoot held last Sunday, November 12 was successful and well attended.

Superintendent of Greens – as submitted.

Committees of the Board

Commissioner Carney reviewed the 2017-2018 Finance Committee Goals.

Public Comment

Julie Melino of Creekside Condo commented about considering the hybrid option that the Food, Beverage & Banquet Service consultant suggested.

Clayton Berrigan of Creekside Condo commented about the past OCCC/Midori noise issues.

Unfinished/Ongoing Business**Comprehensive Master Plan Update**

Executive Director Christina Ferraro requested for the Board to provide their feedback to her regarding the Comprehensive Master Plan by 12/4/17. She addressed one of the recommendations for a Feasibility Study to be completed.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro commented that the next meeting to discuss this item has been changed to 11/28/17. The Consultant and Golf Director Marc Heidkamp have been asked to submit a business plan prior to the meeting.

Unfinished/Ongoing Business (continued)**Park District Logo Discussion**

There was discussion about the current logo and the proposed updated logo designs. The discussion included wanting to see more options, more simple designs, designs that show what the Park District offers/is about, design using more primary colors, a cleaner more corporate design. Executive Director Christina Ferraro will discuss with Marketing Coordinator Ali Geary and bring three new logo designs at the December meeting.

IAPD Credentials Certificate

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to name Christina Ferraro to serve as Delegate and Julie Caporusso as 1st Alternate to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hilton Hotel, Chicago, Illinois on Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

New Business**PHWYBS 2018 Fields Improvement Project Discussion**

There was discussion about improving the baseball and softball fields at Lions Field and McDonald Field. They have quotes that were obtained some time ago and will work on securing 1-2 more quotes. Golf Director Marc Heidkamp suggested asking Grounds Superintendent Gerald Arden to review the quotes and the fields. There will be continued discussion regarding this item at the next Board meeting.

FY 2018 Budget Draft 1.A

Commissioner Carney reported that she, Commissioner Kirste and Executive Director Christina Ferraro met to review the FY 2018 Budget Draft 1.A. Christina commented that Staff needs to project where the District will be at the end of 2017. This draft does not include salary increase or medical expenses.

The draft was reviewed. Supervisors of Recreation Laura Fudala, Marci Glinski and Olivia Shapley each reviewed their individual Departments. Laura Fudala commented that a non-resident fee was added to Dept. 03 Preschool. Laura reviewed Dept. 04 KinderStop, Dept. 05 Children's Programs which includes Kids Day Off, and Dept. 14 Camp. Marci Glinski highlighted that Dept. 08 Performing Arts is a newer Dept. that has been separated out from Dept. 06 Dance. Dept. 09 Concessions is a newer Dept. that was separated out from Dept. 12 Special Events. Marci also reviewed Dept. 11 Active Adults. Olivia Shapley reviewed Dept. 07 Athletics, Dept. 10 Pool and Dept. 13 Fitness Center.

A 2nd draft, FY 2018 Budget Draft 1.B will be included for review and discussion at the next Regular Board Meeting in December.

Recess into Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Curtis 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 Approval of Minutes (Section 2(c) (21)), Personnel (Section 2(c) (1)) and Imminent Litigation (Section 2(c) (11)) at 8:37 p.m. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Reconvene to Open Session

Open session reconvened at 9:09 p.m. During Executive Session Approval of Minutes, Personnel and Imminent Litigation were discussed.

Possible Action on Matters Discussed in Executive Session

There was no action taken.

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 9:10 p.m. The motion was unanimously approved with a voice vote with two absent (Commissioner Avery and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary