

**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 15, 2016**

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
Karl Jackson (arrived at 7:26 p.m.)
Tim Jones
Bob Loranger

Also Present:

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

Commissioners absent:

Terry Curtis
Mark Malouf

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 Carney to approve the agenda as submitted. The motion was unanimously approved with a voice vote with three absent (Commissioners Curtis, Jackson and Malouf). The motion carried.

Correspondence

Correspondences received were:

- IAPD 2016 Research Findings
- IAPD Resolution – PHPD 50th Anniversary Recognition

Recognition/Welcome

Residents

There were none.

Approval of Minutes

Regular Board Meeting – October 18, 2016

A motion was made by Commissioner Avery and seconded by Commissioner Loranger to approve the October 18, 2016 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote with three absent (Commissioners Curtis, Jackson and Malouf). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 12/20/16 at 7:00 p.m. at GMRC.

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

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(5,088.51)
Mt Pros State	Vendor	#90001503			\$	(17,668.71)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	379,159.63
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,135.53
Mt Pros State	Cash Reserves	#90001545			\$	350,198.50
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	3,511,223.58
Totals					\$	4,248,960.02

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #11 dated November 15, 2016 in the amount of \$4,248,960.02. The motion was unanimously approved with a voice vote with three absent (Commissioners Curtis, Jackson and Malouf). The motion carried.

Approval of Warrants for Payment

Vendor #10		\$	93,207.14
Vendor #10A		\$	9,338.41
Vendor #10B		\$	30,172.04
Vendor #10C		\$	29,997.51
Vendor #10D		\$	6,828.05
Vendor #10E	Electronic	\$	21,174.37
Payroll #21	10/14/16	\$	61,122.34
Payroll #22	10/28/16	\$	63,386.95
Refund #10	October	\$	2,232.33
Total of Warrants		\$	317,459.14

A motion was made by Commissioner Carney and seconded by Commissioner Avery 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 \$317,459.14. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Jones, Loranger

Nays: None

Absent: Commissioner Curtis, Jackson, Malouf

The motion carried.

A motion was made by Commissioner Jones and seconded by Commissioner Jackson to appoint Commissioner Loranger Secretary Pro Tem for this Board meeting. The motion was unanimously approved with a voice vote with three absent (Commissioners Curtis, Jackson and Malouf). The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin stated that the second bond payment is due at the end of the month. Commissioner Carney requested for a forecast of the ending balances for each Fund. Scott will distribute to the Commissioners by the end of the week.

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 informed the Board that wireless access points were installed at GMRC. She is gathering quotes for IT equipment purchase with purchases to be made by the end of the year. The Prospect Heights Natural Resources Commission is doing great. They will start work at the pond on 12/4/16. There is ongoing communication with the neighboring residents. The Park District Staff has done a great job with moving forward with all the 2016 Capital projects.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Winter 2016/Spring 2017 brochure was completed yesterday. The last week of RecTrac training is scheduled for the end of November. RecTrac will go live on January 9, 2017. Commissioner Loranger complimented her about the upcoming trolley event being a great idea.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks and Facilities Dino Squiers also reported that work at the pond bank at Walnut Woods has started. The zipline feature and playground project at School Street Park was completed. Commissioner Jones stated that he's heard that more families are going to that park since the zipline feature was installed. Dino regretfully informed the Board that a long time, seasonal employee passed away.

Director of Golf Operations – as submitted. Executive Director Christina Ferraro reported that OOC had an awesome weekend with the Turkey Shoot. The golf course will officially close for the season tomorrow.

Superintendent of Greens – as submitted.

Administrative/Operational Updates

Children's 2016 Departmental Summary – Supervisor of Recreation Laura Fudala provided an overview of the programs that were offered in 2016. The report does not reflect the final revenue/expenses because there are several programs scheduled in November and December. Currently Marci Glinski and Laura supervise this department. Starting 2017, Laura will be supervising this department.

Commissioner Karl Jackson arrived at 7:26 p.m.

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.
- **OOC 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**Somerset Park project**

There was discussion about the Somerset Park project. If it were to be decided to move forward with this project, an RFP would have to be done in January 2017. Cost would be about \$957,000 and would need additional map revisions and permit costs. Should the Park District receive a grant, an additional \$350,000 would still be needed for the project. Staff was looking for direction on how to proceed. After further discussion, it was decided to put a hold on this project and find out whether or not there are available grant funds. More information to follow at the December Board meeting.

2017 Capital Budget estimate

Executive Director Christina Ferraro informed the Board that the only changes made to Fund 518 were to the proposed Pool play area and splash pad totaling \$150,000 and a new roof for the Administration Building. The OOC roof repair was moved out of Fund 523 into Dept 300.

2017 Budget Draft 2

Executive Director Christina Ferraro discussed concerns related to new Federal laws like the FSLA Overtime rule and Sick Pay, which could affect the 2017 Budget. There was discussion about the Recreation Salaries no longer being allocated to the different Departments. Commissioner Carney informed the Board that Commissioner Malouf contacted her prior to the meeting and wanted discussion about raising the cost of OOC membership season passes.

Recreation Supervisor Laura Fudala departed the meeting at 7:54 p.m.

New Business**IAPD Conference Credentials Certificate**

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to designate Christina Ferraro, Executive Director to serve as Delegate and Edlyn Castil, Administrative Assistant/HR Coordinator to serve 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 21, 2017. The motion was approved with a voice vote with two absent (Commissioners Curtis and Malouf). The motion carried.

Proposed Tax Levy for the Year 2017 Resolution 11.15.16

There was discussion about the proposed Tax Levy. Commissioner Jones helped explain how the Levy is calculated.

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Prospect Heights Park District Resolution 11.15.16 Proposed Tax Levy for the Year 2017. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Jackson, Jones, Loranger

Nays: None

Absent: Commissioner Curtis, Malouf

The motion carried.

Recess into Executive Session

A motion was made by Commissioner Loranger 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 Personnel (Section 2(c)(1) at 8:16 p.m.

Reconvene to Open Session

The Board reconvened to open session at 8:30 p.m. During Executive Session Personnel was discussed.

Possible Action on Matters Discussed During Executive Session

No action taken.

Adjournment

With no further business to discuss a motion was made by Commissioner Jackson and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:31 p.m. The motion was unanimously approved with a voice with two absent (Commissioners Curtis and Malouf). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
M. Malouf, Prospect Heights Park District Secretary