

**REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
OLD ORCHARD COUNTRY CLUB  
700 W RAND ROAD, MOUNT PROSPECT, IL 60056  
TUESDAY, DECEMBER 15, 2015**

**I. Call to Order**

**A. Roll Call**

President Lisa Gould called the Regular Board Meeting of the Prospect Heights Park District to order at 7:08 p.m.

Commissioners present:

Vicki Carney

Lisa Gould

Karl Jackson

Tim Jones

Bob Loranger

Also Present:

Dino Squiers – Superintendent of Facilities & Parks

Julie Caporusso – Superintendent of Recreation

Marc Heidkamp – Director of Golf

Scott Devlin – Business Manager

Jim Lennon – Park Attorney

Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Terry Curtis

Mark Malouf

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Lisa Gould.

**II. Corrections / Additions / Approval of Agenda**

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice with two absent (Commissioners Curtis, Malouf). The motion carried.

**III. Correspondence**

**A.** City of Prospect Heights letter received December 4, 2015

**B.** Metropolitan Water Reclamation District letter dated December 7, 2015

**C.** PDRMA letter dated December 9, 2015

In addition to the correspondence, a thank you card was received from State Representative David Harris thanking Old Orchard Country Club banquet staff for their accommodations with an event held at OOC and a thank you card from Executive Director Kathy Nowicki. Commissioner Gould announced that Christina Ferraro was offered the position of the new Park District Executive Director and she accepted. Christina will start on January 18, 2016.

**IV. Recognition/Welcome**

**A. Residents** – There were none.

**B. Recognition** – Director of Golf Marc Heidkamp recognized Administrative Assistant/HR Coordinator Edlyn Castil.

**V. Approval of Minutes**

A motion was made by Commissioner Loranger and seconded by Commissioner Jones to approve the October 14, 2015 and November 9, 2015 Special Board Meetings and the November 17, 2015 Finance Committee Meeting and Regular Board Meeting Minutes as submitted as submitted. The motion was unanimously approved with a voice with two absent (Commissioners Curtis, Malouf). The motion carried.

**VI. Announcements (Meetings)**

A. Regular Board Meeting	01/19/16	7:00 PM	GMRC
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**VII. Park District Treasurer's Report****A. Cash Report #12**

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #12 dated December 15, 2015 as submitted. The motion was unanimously approved with a voice with two absent (Commissioners Curtis, Malouf). The motion carried. See Appendix A.

**B. Approval of Warrants for Payment**

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 11, 11A, 11B, 11C, 11D, Payroll 23, 24 and Refund #11. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Curtis, Malouf

The motion carried. See Appendix B.

**VIII. Business Manager Report**

**YTD Fund Summary** – There was discussion about the Year to Date Fund Summary. The summary will be reviewed more thoroughly and there will be continued discussion at the next Board meeting.

**IX. Attorney's Report**

**A. Legal Matters** – Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda. He also discussed the need to appoint a Secretary Pro Tem for this meeting because of the Board Secretary's absence.

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to appoint Commissioner Karl Jackson as Secretary Pro Tem. The motion was unanimously approved with a voice with two absent (Commissioners Curtis, Malouf). The motion carried.

**X. Administrative / Operational Summary**

**A. Executive Director** – as submitted.

**B. Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also informed the Board that the Front Desk's new counter top was installed this week and the reconfiguration of the work stations is underway.

**C. Superintendent of Facilities and Parks** – as submitted. Commissioner Loranger complimented Dino about how nice the new landscaping appears in front of GMRC.

**D. Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp stated that the Golf Course did well in the month in November. Marc announced he will be off for a couple weeks in January 2016.

**X. Administrative / Operational Summary (continued)****E. Superintendent of Greens** – as submitted.**F. Administrative/Operational Updates** - There were none.**XI. Public Comment**

There were none.

**XII. Unfinished/Ongoing Business**

**A. Lions Park Tennis Courts** – Superintendent of Parks & Facilities Dino Squiers reported a copy of the bore sample findings/report was copied to the Board. A contractor has reviewed the report and will be providing recommendations and costs associated with the recommendations. The weather has been mild so far. Staff will monitor the tennis court conditions during the winter season.

**B. GMRC Whirlpool Updates** – Superintendent of Parks & Facilities Dino Squiers reported he has been in contact with another pool contractor. Dino submitted various options in his Board Report for the whirlpool space area. Staff continues to patch the whirlpool as needed. There will be continued discussion about this item at the next Board meeting. Dino informed the Board that he researched placing an indoor batting cage in the GMRC gym. He found that the gym is not large enough to hold an indoor batting cage. Dino will provide Jim Fenning of PHWYBS an update of his findings related to an indoor batting cage. Dino will do continued research into this item.

**C. PHPD Investment Policy** – There was discussion about addressing a broader investment panel, the Business Manager putting together a list of Investment Managers and obtaining a sample copy of an Investment Policy from IAPD.

**D. 2016 Budget – Draft 3** – There was discussion about the 2016 Budget Draft 3 during the 12/15/15 Committee of the Whole Meeting. Staff was given direction to include a 2.5% maximum salary/wage increase in the 2016 Budget with increases reflected on the first paycheck of January 2016. After any changes/corrections that were discussed during the Committee of the Whole Meeting and the salary/wage increased are made, Business Manager Scott Devlin was given direction by the Board to forward the 2016 Budget for review by Commissioner Carney.

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to place the 2016 Prospect Heights Park District Budget for public display on Friday, December 18, 2015 only after the Budget is review by Commissioner Carney and is approved for public display. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Curtis, Malouf

The motion carried.

**XIII. New Business****A. Public Hearing – Tax Levy Ordinance 12.15.15**

A motion was made by Commissioner Gould and seconded by Commissioner Jones to open the Public Hearing related to Tax Levy Ordinance 12.15.15. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Curtis, Malouf

The motion carried.

**XIII. New Business (continued)**

There was no one in the audience and there were no questions from the Board.

There being no comments or questions, a motion was made by Commissioner Gould and seconded by Commissioner Jackson to close the Public Hearing related to Tax Levy Ordinance 12.15.15. The motion was unanimously approved with a voice with two absent (Commissioners Curtis, Malouf). The motion carried.

**B. Approve Property Tax Extension Resolution 12.15.15**

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to approve Property Tax Extension Resolution 12.15.15. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Carney, Gould, Jackson, Jones, Loranger  
Nays: None  
Absent: Commissioners Curtis, Malouf  
The motion carried.

**C. Adopt Tax Levy Ordinance 12.15.15**

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Tax Levy Ordinance 12.15.15. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Carney, Gould, Jackson, Jones, Loranger  
Nays: None  
Absent: Commissioners Curtis, Malouf  
The motion carried.

**XIV. Recess into Executive Session**

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of approval of Minutes (Section 2(c) (21)) and discussion of personnel (Section 2(c)(1)) at 7:50 p.m. The motion was unanimously approved with a voice vote with two absent (Commissioners Curtis, Malouf). The motion carried.

**XV. Reconvene to Open Session**

Open session reconvened at 8:15 p.m. During Executive Session approval of minutes and personnel were discussed.

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

Commissioner Gould reported that a Contract had been accepted by Christina Ferraro as new Executive Director. No further action needed. Minutes of several Executive Sessions have been released.

**XVII. Adjournment**

With no further business to discuss a motion was made by Commissioner Gould and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:25 p.m. The motion was unanimously approved with a voice vote with two absent (Commissioners Curtis, Malouf). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary