

**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 20, 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
Tim Jones
Bob Loranger
Mark Malouf

Also Present:

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

Commissioners absent:

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

Correspondence

Correspondences received were:

- IAPD 1/21/17 Annual Business Meeting Agenda and Meeting Packet
- Prospect Heights Park District 2017 Regular Board Meeting Schedule

Recognition/Welcome

Residents

There were none.

Approval of Minutes

Regular Board Meeting – November 15, 2016

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the November 15, 2016 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Commissioner Malouf) and two absent (Commissioners Curtis, Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 1/17/16 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #12**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(5,267.69)
Mt Pros State	Vendor	#90001503			\$	(93,435.81)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	881,996.51
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			\$	3,511,967.08
Totals					\$	4,676,594.12

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #12 dated December 20, 2016 in the amount of \$4,676,594.12. The motion was unanimously approved with a voice vote with two absent (Commissioners Curtis, Jackson). The motion carried.

Approval of Warrants for Payment

Vendor #11		\$	90,943.81
Vendor #11A		\$	34,969.90
Vendor #11B		\$	13,691.48
Vendor #11C		\$	83,015.48
Vendor #11D	Electronic	\$	13,353.43
Payroll #23	11/10/16	\$	59,954.37
Payroll #24	11/24/16	\$	59,054.42
Refund #11	November	\$	628.00
Total of Warrants		\$	355,610.89

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants # 11, 11A, 11B, 11C, 11D, Payroll 23, 24 and Refund #11 in the amount of \$355,610.89. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Curtis, Jackson,

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin commented that a bond payment was made on 12/1/16.

Attorney's Report

Legal Matters – Attorney Jim Lennon reported he received a notice from the Secretary of State regarding the deadline for the filing of the annual report for the Friends of the Prospect Heights Park District Foundation. There was discussion about the benefits keeping the foundation. The Board was in favor of keeping the foundation and gave Jim Lennon direction to file the proper paperwork for annual report and any other paperwork required to retain the foundation.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro informed the Board that all IT equipment has arrived and is in the process of being installed. The Prospect Heights Natural Resources Commission has been working on the pond restoration. Christina has emailed IDNR for any preliminary suggestions and she is waiting to hear back from them. She highlighted a few items in the 2017 fiscal year budget: NRC will have an intern who will be working with the Park District. The Park District

Administrative / Operational Summary (continued)

Recreation Department will also be acquiring an intern in 2017. She reported the Park District did not receive the grant for Somerset Park. The Board decided to place the Somerset project on hold at this time and may include the project in the master plan. An RFP will be sent out in January 2017 to solicit an agency to develop the Park's Comprehensive Master Plan 2017. City Manager Joe Wade will be attending the January 2017 regular board meeting to discuss the Willow Road drainage study. Marketing Coordinator Ali Geary is working on a new Park District logo. Christina will present the logo at the January meeting.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso highlighted that the Park District received a final score of 98.55 on the PDRMA Loss Control Review. The Candy Cane Hunt event was held at the Park District last Friday and was very successful. The last scheduled Polar Express event was last Saturday. The new Trolley Ride event was held last night and was well attended with 46 people.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers commented that the buildout of the new office space at GMRC is underway. There wasn't any real impact with the closing of the whirlpool room.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported the new golf carts were delivered about 4 weeks ago, and Staff is excited to roll them out during the 2017 season. The Turkey Shoot Golf Outing was a huge success. Special Events revenue is up 30%. Marc will be working with Marketing Coordinator Ali Geary to promote the Golf Course in 2017. The Grounds Department is working on preparing the equipment for next year.

Superintendent of Greens – as submitted.

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.
- **OCCC 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**

The project has been put on hold at this time.

Unfinished/Ongoing Business (continued)

2017 Budget Final Draft

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to approve the 2017 Budget Final Draft. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Curtis, Jackson

The motion carried.

New Business

Public Hearing – Tax Levy Ordinance 12.20.16

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to open the Public Hearing for the Levy Ordinance 12.20.16. The motion was unanimously approved with a voice vote with two absent (Commissioners Curtis, Jackson). The motion carried.

There being no public in attendance and no questions from the Commissioners, a motion was made by Commissioner Avery and seconded by Commissioner Malouf to close the Public Hearing of the Tax Levy Ordinance 12.20.16. The motion was unanimously approved with a voice vote with two absent (Commissioners Curtis, Jackson). The motion carried.

Approve Proposed Tax Extension Resolution 12.20.16

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Proposed Tax Extension Resolution 12.20.16 a Resolution providing for the possible reduction of levy and assessment of the taxes for the Prospect Heights Park District Cook County, Illinois, for the fiscal year beginning January 1, 2017 and ending December 31, 2017. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Jones, Loranger

Nays: None

Abstain: Commissioner Malouf

Absent: Commissioner Curtis, Jackson

The motion carried.

Adopt Tax Levy Ordinance 12.20.16

A motion was made by Commissioner Carney and seconded by Commissioner Avery to adopt Tax Levy Ordinance 12.20.16 a Tax Levy Ordinance and Resolution adopting the same for tax year 2016 and fiscal year January 1, 2017 and ending December 31, 2017 for the Prospect Heights Park District in the County of Cook and State of Illinois. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Jones, Loranger

Nays: None

Abstain: Commissioner Malouf

Absent: Commissioner Curtis, Jackson

The motion carried.

Adjournment

With no further business to discuss a motion was made by Commissioner Jones and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 7:44 p.m. The motion was unanimously approved with a voice with two absent (Commissioners Curtis and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

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