

**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, JANUARY 16, 2018**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:03 p.m.

Commissioners present:

Ellen Avery
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
Dino Squiers – Superintendent of Parks & Facilities
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Ali Geary – Marketing Coordinator (arrived at 7:25 p.m.)

Commissioners absent:

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 Carney and seconded by Commissioner Curtis to approve the agenda as submitted with one absent (Commissioner Jackson). The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

A letter was received from PDRMA acknowledging the Park District's award for Level A Accreditation.

Recognition/Welcome

There were no residents in attendance.

Approval of Minutes

Regular Board Meeting – December 19, 2017

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the December 19, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 02/20/18 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #1**

Mt Pros State	Payroll	Sweep Acct.	Outstanding checks	\$	(5,209.77)
Mt Pros State	Vendor			\$	(28,007.06)
Mt Pros State	Imprest	Sweep Acct.	Outstanding checks	\$	946.77
Mt Pros State	General/Sweep			\$	337,589.61
Mt Pros State	ATM	Combined Bal – Account and ATM Machine		\$	26,853.03
Mt Pros State	Cash Reserves			\$	351,221.30
Mt Pros State	Investment			\$	3,033,465.30
Totals				\$	3,716,859.18

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #1 dated January 16, 2018 in the amount of \$3,716,859.18. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Approval of Warrants for Payment

Vendor #12		\$	15,909.18
Vendor #12A		\$	12,706.67
Vendor #12B		\$	14,305.89
Vendor #12C	Electronic	\$	14,511.52
Payroll #25	12/08/17	\$	71,647.24
Payroll #26	12/22/17	\$	59,209.22
Refund #12	December	\$	1,116.70
Total of Warrants		\$	189,406.42

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C, Payroll 25, 26 and Refund #12 in the amount of \$189,406.42. The motion was unanimously approved by a roll call vote.

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

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 Fund Summary report goes through December 2017 and is unaudited. Commissioner Carney discussed the Investment account 2017 earnings.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that IAPD has scheduled the Summer Golf Tour at OOC for May 21, 2018. Christina, Julie, Olivia and Ali will be attending the state conference in downtown Chicago this week.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported there were 92 children in attendance at the Park District's Kiddie Carnival event. An All Staff training with a professional speaker will be held on 1/26/18. Olivia conducted a bi-annual Fitness Center survey of fitness room users and its Staff. 33 surveys were submitted with a 97% overall satisfaction.

Administrative / Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers also reported Maintenance Staff wrapped up the year by doing maintenance around the building.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported Staff is working around the clubhouse preparing for the spring season. He and Doug will be attending the PGA Conference next week. Jerry and the Grounds Staff are preparing all the equipment for the season.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

Comprehensive Master Plan Update

A Committee of the Whole meeting was held prior to this meeting. The objectives were reviewed and Staff was given recommendations/changes.

Food, Beverage & Banquet Service at Old Orchard Country Club

There was continued discussion about the food, beverage and banquet services at OOC.

FY 2018 Budget Draft 2.0

FY 2018 Budget Draft 2.0 was reviewed. Commissioner Avery suggested adding a page that included the Department numbers.

Park District Logo Discussion

Marketing Coordinator Ali Geary presented proposed logo designs to the Board. Ali will work on a couple changes to Logo #4 and submit revised design at the next Board meeting.

New Business

Public Hearing for the 2018 PHPD Budget

The District will conduct a Public Hearing concerning the proposed District's appropriation budget for fiscal year 2018 during which time all interested parties will be heard at the February meeting.

Combined Budget and Appropriation Ordinance 02.20.18

This item will be brought back at next month's board meeting.

Recess into Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste 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)) and Personnel (Section 2(c) (1)) at 8:13 p.m. 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 8:34 p.m. During Executive Session Approval of Minutes and Personnel were discussed.

Possible Action on Matters Discussed in Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Avery to release approved executive session minutes from November 9, 2010, December 14, 2010, August 9, 2011, October 11, 2011, November 8, 2011, March 20, 2012, June 19, 2012, November 20, 2012, February 17, 2015. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

The previously approved executive session minutes were reviewed and determined not ready to release: July 10, 1990, March 13, 2001, August 28, 2001, May 24, 2011, December 21, 2011, December 29, 2011, August 21, 2012.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:36 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary