

**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, SEPTEMBER 19, 2017**

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
Terry Curtis
Karl Jackson (arrived at 7:23 p.m.)
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

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

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. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Correspondence

There were none.

Recognition/Welcome

Tom Diehl GreenPlay LLC and Lori Vierow GreenbergFarrow was in attendance.

Approval of Minutes

Regular Board Meeting – August 15, 2017

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the August 15, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 9/19/17 at 7 pm at GMRC.

Presentation

Presentation Draft Comprehensive Master Plan

Tom Diehl GreenPlay LLC and Lori Vierow GreenbergFarrow provided a presentation of the draft Comprehensive Master Plan. The entire presentation will be posted on the Park District's website.

Commissioner Karl Jackson arrived at 7:23 p.m.

Park District Treasurer's Report**Cash Report #9**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(5,800.45)
Mt Pros State	Vendor	#90001503			\$	(97,566.80)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	1,379,048.29
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	16,223.03
Mt Pros State	Cash Reserves	#90001545			\$	350,927.00
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	3,005,704.22
Totals					\$	4,653,535.29

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #9 dated September 19, 2017 in the amount of \$4,653,535.29. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

Vendor #8		\$	104,064.07
Vendor #8A		\$	27,557.24
Vendor #8B		\$	39,880.03
Vendor #8C		\$	25,569.35
Vendor #8D		\$	67,613.54
Vendor #8E	Electronic	\$	24,582.70
Payroll #16	08/04/17	\$	111,641.05
Payroll #17	08/18/17	\$	92,395.20
Refund #8	August	\$	6,021.50
Total of Warrants		\$	499,324.68

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 8, 8A, 8B, 8C, 8D, Payroll 16, 17 and Refund #8 in the amount of \$499,324.68. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin also reported that 90% of the real estate tax revenue has been received.

Attorney's Report

Legal Matters – There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that an updated Budget Timeline was included in the board packet. She provided an update about the Nature Center. There has been discussion about placing interpretive signage and story boards along the path of the Nature Center. She discussed the need to schedule a Golf Committee meeting with the Golf Food, Beverage & Banquet Consultant. Christina provided a Capital Budget update. She sought approval from the Board to use \$15,000 from the Capital Fund 518 to use for a new firewall and switches, antennas for the scrolling marquee and 5 antennas at GMRC for 4G coverage.

Administrative / Operational Summary (continued)

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the use of \$15,000 from the Capital Fund 518 for a new firewall and switches, antennas for the scrolling marquee and 5 antennas at GMRC for 4G coverage. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Preschool and KinderStop school year programs have started. There are approximately 90 participants in the Preschool program, 15 participants in the KinderStop before care program, 30 participants in the KinderStop day program and 50+ participants in the KinderStop aftercare program. She also reported that the new Art Showcase event will be held at GMRC on Saturday, November 11.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported his staff has started prepping the furnaces for the winter. The tennis court project at Country Gardens is complete. He reviewed the letter received from PHWYBS. Staff is looking into putting curbs in School Street Park. Dino provided the Board with an update about the new Fitness Studio project.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported OCCC has had a positive summer. The main well at OCCC is down and the pump is scheduled to be pulled in November.

Superintendent of Greens – as submitted.

Committees of the Board - No report.

Public Comment - There were none.

Unfinished/Ongoing Business**Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro reported the Consultant from Profitable Food Facilities (PFF) worked very well. Report will be provided next month. Commissioner Loranger expressed that he would like to see all options provided by the Consultant.

Park District Logo Discussion

Commissioner Jones reviewed the Park District's past, present and proposed new logo options. There was discussion about the proposed logo options. The Board was instructed to bring logo ideas to the next regular Board meeting and there will be continued discussion at that meeting.

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:57 pm. The motion was unanimously approved with a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary