

**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, DECEMBER 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
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

Commissioners absent:

None

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 Kirste to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

Executive Director Christina Ferraro discussed the letter received from IAPD inquiring about hosting a golf outing at OOC in September 2018 as part of the 2018 IAPD Summer Golf Tour. There was discussion that the district would not be able to hold an outing at OOC in September 2018, however, may be able to accommodate an outing in April 2018. Christina will follow-up with IAPD and discuss that option.

Recognition/Welcome

There were no residents in attendance.

Approval of Minutes

Special Board Meeting – November 28, 2017

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the November 28, 2017 Special 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 01/16/18 at 7:00 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	Outstanding checks	\$	(6,454.38)
Mt Pros State	Vendor			\$	(91,400.91)
Mt Pros State	Imprest	Sweep Acct.	Outstanding checks	\$	2,778.56
Mt Pros State	General/Sweep			\$	1,044,622.44
Mt Pros State	ATM	Combined Bal – Account and ATM Machine		\$	26,911.03
Mt Pros State	Cash Reserves			\$	351,146.74
Mt Pros State	Investment			\$	3,607,711.24
Totals				\$	4,935,314.72

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #12 dated December 19, 2017 in the amount of \$4,935,314.72. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

Vendor #11		\$	8,039.32
Vendor #11A		\$	59,321.62
Vendor #11B		\$	20,324.08
Vendor #11C		\$	77,541.12
Vendor #11D	Electronic	\$	41,471.41
Payroll #23	11/09/17	\$	61,392.82
Payroll #24	11/24/17	\$	61,421.44
Refund #11	November	\$	2,039.20
Total of Warrants		\$	331,551.01

A motion was made by Commissioner Carney and seconded by Commissioner Jackson 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 \$331,551.01. 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 informed the Board that in November a Golf bond payment was made and in December a rollover bond payment was made.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that NRC is finishing up with the Nature Preserve project and the district is waiting for the City's portion of the funds for the project. A Committee of the Whole meeting will be scheduled for January 2018 to discuss the Master Plan before presenting for final approval.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that tonight was the first night of the Trolley Rides; Preschool will be holding their holiday program at OOC on Wednesday and Thursday and an All Staff Training is scheduled on 1/26/18 at OOC.

Administrative / Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers also reported that there was only one tree that fell down during the extremely bad winds from a couple weeks ago. Staff is wrapping projects up the next couple weeks.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported he is anticipating the final numbers for Golf should be positive. Grounds is working on all the equipment.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

Comprehensive Master Plan Update

There was discussion about scheduling a Committee of the Whole meeting on 1/16/18 at 6 p.m. to discuss the Master Plan.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro reported she and Marc Heidkamp met with Midori to discuss expectations for 2018.

Park District Logo Discussion

Marketing Coordinator Ali Geary presented five new proposed logo designs to the Board. The Board reviewed the logos and provided feedback on which logo designs/parts of the logo designs they preferred. Ali will work on the designs and submit revised designs at the next Board meeting.

FY 2018 Budget Draft 1.B

Fund 518 and FY 2018 Budget Draft 1.B were reviewed.

New Business

Public Hearing – Tax Levy Ordinance 12.19.17

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to open the Public Hearing for the Tax Levy Ordinance 12.19.17. The motion was unanimously approved with a voice vote. The motion carried.

There being no public in attendance and no questions from the Commissioners, a motion was made by Commissioner Loranger and seconded by Commissioner Kirste to close the Public Hearing of the Tax Levy Ordinance 12.19.17. The motion was unanimously approved with a voice vote. The motion carried.

New Business (continued)

Tax Levy Ordinance 12.19.17

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to adopt Tax Levy Ordinance 12.19.17 a Tax Levy Ordinance and Resolution adopting the same for tax year 2017 and fiscal year January 1, 2018 and ending December 31, 2018 for the Prospect Heights Park District in the County of Cook and State of Illinois. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Property Tax Extension Resolution 12.19.2017-01

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to adopt Property Tax Extension Resolution 12.19.2017-01 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, 2018 and ending December 31, 2018. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Sexual Harassment Policy Resolution 12.19.2017-02

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to adopt Sexual Harassment Policy Resolution 12.19.2017-02. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Schedule of 2018 Meetings

A motion was made by Commissioner Avery and seconded by Commissioner Loranger to adopt Schedule of 2018 Meetings as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Recess into Executive Session

A motion was made by Commissioner Curtis 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. 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.

REGULAR BOARD MEETING 12.19.17

Possible Action on Matters Discussed in Executive Session

Board approved and determined the minutes of April 18, 2017 and May 16, 2017 no longer require confidentiality and should be made public inspection.

Board approved but determined the need for confidentiality still exists as to minutes from October 11, 2017 and October 17, 2017

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 8:36 p.m. 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