

**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, OCTOBER 16, 2018**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery  
Vicki Carney (arrived at 7:04 p.m.)  
Terry Curtis  
Tim Jones  
Eric Kirste (arrived at 7:04 p.m.)  
Bob Loranger

Also Present:

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

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**

Commissioner Jones requested to move New Business Item XIV. A. to after Item VI.

A motion was made by Commissioner Loranger and seconded by Commissioner Avery to approve the agenda as amended. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**Correspondence**

None

**Recognition/Welcome**

David Phillips, Daniel Forbes and Aaron Gold, all from Speer Financial, were in attendance.

**Approval of Minutes**

**Regular Board Meeting – September 18, 2018**

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to approve the September 18, 2018 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**Announcements (Meetings)**

A Committee of the Whole Meeting is scheduled for November 13, 2018 at 6:00 p.m. and a Regular Board Meeting is scheduled for November 13, 2018 at 7 p.m. Both meetings will be held at GMRC.

**New Business**

**Ordinance 10.16.18** an Ordinance providing for the issue of approximately \$587,520 General Obligation Limited Tax Park Bonds, Series 2018, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, for the payment of certain outstanding bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof

Dave Phillips of Speer Financial reported that bids were received from Mount Prospect State Bank (branch of Glenview State Bank), Wintrust Bank, Republic Bank of Chicago and Park Ridge Community Bank with the low bid coming from Mount Prospect State Bank.

A motion was made by Commissioner Carney and seconded by Commissioner Bob Loranger to accept the low bid from Mount Prospect State Bank and adopt Ordinance 10.16.18 an Ordinance providing for the issue of approximately \$587,520 General Obligation Limited Tax Park Bonds, Series 2018, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, for the payment of certain outstanding bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof. . The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

The Board also acknowledged Dave Phillips and wished him well wishes with his retirement.

**Park District Treasurer's Report****Cash Report #10**

|               |               |  |    |              |
|---------------|---------------|--|----|--------------|
| Mt Pros State | Payroll       | Sweep Acct.                            | \$ | -            |
| Mt Pros State | Vendor        | Sweep Acct.                            | \$ | -            |
| Mt Pros State | Imprest       |  | \$ | 5,118.02     |
| Mt Pros State | General/Sweep |  | \$ | 1,587,336.64 |
| Mt Pros State | ATM           | Combined Bal – Account and ATM Machine | \$ | 20,673.03    |
| Mt Pros State | Cash Reserves |  | \$ | 351,878.57   |
| Mt Pros State | Class – Reg.  | Sweep Acct.                            | \$ |              |
| Mt Pros State | Investment    |  | \$ |              |
|               |               | Totals                                 | \$ | 5,004,169.25 |

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #10 dated October 16, 2018 in the amount of \$5,004,169.25. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**Approval of Warrants for Payment**

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 9, 9A, and Payroll 19, 20 in the amount of \$132,127.37. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

**Manager Report**

Finance Manager Tim McPhillips reviewed the updated Financial Statements and Fund Reports. He reported that revenue needs to be moved between departments.

**Attorney's Report**

There was no report.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported the website redesign project is moving along and should be completed by the ends of November. She continues to work with ComEd on the fine details of the agreement. The Feasibility Study will be discussed under New Business.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso reported scheduled drill are being completed. A fire drill was completed on 10/15/18 and a lock down and shelter in place drill was completed on today. The Park District's Spookfest Event is scheduled on 10/20/18.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported the Lions Field project is almost complete. They will finish this weekend with the installation of the synthetic turf. Staff has been working on completing projects.

**Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp reported he is working on developing a "wish list". They are moving forward with interviewing for a Banquet Manager. Staff has been working on cart warranty repairs.

**Committees of the Board****Finance Committee**

Commissioner Carney reviewed the Budget timeline. More to follow.

**Public Comment**

None

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

Executive Director Christina Ferraro reported the open position for a Banquet Manager has been posted through November 2<sup>nd</sup>, on IPRA, LinkedIn, Park District website and Facebook. The Park District is hoping to fill the position by November 26<sup>th</sup>.

Christina is also working on an RFP for telephones and OOC's telephone needs will be included with the RFP.

**New Business (continued)****Approval of Feasibility Study**

Executive Director Christina Ferraro reported a request for quote was sent out to five firms and the Park District received quotes from three firms – Williams Architects, WTA & Gewalt Hamilton, and ESA & Studio Park Avenue. She is recommending Williams Architects for this project as they were one of the lowest quotes received.

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to approve the Feasibility Study to be performed by Williams Architects and GreenPlay LLC for a cost not to exceed \$39,000. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

**New Business (continued)**

**Approval of Prospect Heights Natural Resources Commission Prescribed Burn**

Executive Director Christina Ferraro reported the City of Prospect Heights Natural Resources Commission has requested approval of conducting controlled burns to manage natural areas as they pertain to the Prospect Heights Park District in November 2018 depending upon the weather.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve Prospect Heights Natural Resources Commission prescribed burn. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:47 p.m. The motion was approved by a voice vote with one absent (Jackson). The motion carried.

Respectfully Submitted,  
Edlyn Castil, Recording Secretary

Secretary: \_\_\_\_\_  
Ellen Avery, Prospect Heights Park District Secretary