

**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 18, 2018**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

Commissioners present:

Ellen Avery  
Vicki Carney  
Terry Curtis  
Karl Jackson (arrived at 7:15 p.m.)  
Tim Jones  
Eric Kirste  
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:

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

**Correspondence**

A “thank you” note was received from Prospect Heights Mayor Helmer.

**Recognition/Welcome**

Erin Pell of Ancel Glink, City of Prospect Heights Natural Resources Commission members Agnes Wojnarski, Dana Sieverstson, Peter Hahn, Ed Madden, Jill Moskal, and Seth Marcus were in attendance.

**Presentation**

Agnes Wojnarski, City of Prospect Heights Natural Resources Commission Chairperson, provided a slideshow presentation of NRC’s 2018 year in review.

**Approval of Minutes**

**Special Board Meeting – November 13, 2018**

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the November 13, 2018 Special Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Approval of Minutes (continued)****Committee of the Whole Meeting – November 13, 2018**

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the November 13, 2018 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Regular Board Meeting – November 13, 2018**

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to approve the November 13, 2018 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting is scheduled for January 22, 2019 at 7 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #11**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,487.15
Mt Pros State	General/Sweep		\$	728,493.39
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	20,553.03
Mt Pros State	Cash Reserves		\$	352,082.49
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,040,741.05
			Totals	\$ 4,146,357.11

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #11 dated December 18, 2018 in the amount of \$4,146,357.11. The motion was unanimously approved with a voice vote. 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 # 11, 11A, and Payroll 23, 24 in the amount of \$1,305,885.38. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Finance Manager's Report**

Finance Manager Tim McPhillips reviewed the Income Statement and Fund Report. He commented that the majority of the electronic payment consisted of the bond payment.

**Attorney's Report**

There was none.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported the Park District's new website was launched in early December. She continues to work with ComEd with the lease agreement. The District-wide telephone system project has been deferred until 2/2019. Christina is planning to schedule a Visioning Meeting in 2/2019. Additional information will follow.

**Administrative / Operational Summary (continued)**

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso reported the Holiday Trolley special event is scheduled this evening and on 12/20/18 with over 130 people signed up. Preschool holiday parties are scheduled for this week.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported staff is wrapping up for the year and completing projects.

**Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp reported they held a successful Turkey Shoot event with 127 golfers in attendance.

**Committees of the Board**

None

**Public Comment**

None

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

Executive Director Christina Ferraro reported staff is in the interview process for a Banquet Manager.

**FY 2019 Budget Draft 2**

During the Committee of the Whole Meeting, draft 2 of the budget was reviewed. Changes will be made and draft 3 will be presented to the Finance Committee at least a week before the 1/22/19 board meeting for their review, and then presented at the 1/22/19 board meeting.

**Proposed 2019 Board Meeting Schedule**

There was discussion about the proposed 2019 board meeting schedule. The proposed meeting dates are on the 4<sup>th</sup> Tuesday of each month with the exception of March, September, November and December.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to accept the accept the 2019 Board Meeting Schedule as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**New Business****Public Hearing – Tax Levy Ordinance 12.18.2018**

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

There being no one in attendance and no questions from the Board, a motion was made by Commissioner Jackson and seconded by Commissioner Curtis to close the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

**Tax Levy Ordinance 12.18.2018**

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Tax Levy Ordinance 12.18.2018. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste authorizing Board Secretary Ellen Avery as a signer. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Recess into Executive Session**

A motion was made by Commissioner Avery and seconded by Commissioner Curtis 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 Personnel (Section 2(c) (1)) at 7:49 p.m. The motion was unanimously approved with a voice vote. The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:06 p.m. During Executive Session Personnel was discussed.

**Possible Action on Matters Discussed in Executive Session**

Having discussed compensation of staff in Executive Session the President will direct the Staff to include amounts in budget for formal adoption at an upcoming meeting.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:07 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,  
Edlyn Castil, Recording Secretary

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