

**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, MAY 15, 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
Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Bob Loranger

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

Correspondence

Executive Director Christina Ferraro discussed the correspondence received:

- IAPD PowerPlay! Beyond School Grant Award Letter dated 03/15/18
- Betsy Ross School Student Petition to Change the Safety Break Time
- PDRMA Annual Report

Recognition/Welcome

Abdullah Khan of Knutte & Associates was in attendance.

Presentation – 2017 Knutte & Associates Audit Presentation/Approval

Auditor Abdullah Khan of Knutte & Associates presented the Prospect Heights Park District Comprehensive Annual Financial Report year ended December 31, 2017. There was discussion and Abdullah answered questions the Board presented.

A motion was made to accept the Prospect Heights Park District Comprehensive Annual Financial Report year ended December 31, 2017 by Commissioner Carney and seconded by Commissioner Kirste. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Loranger

The motion carried.

Approval of Minutes**Regular Board Meeting – March 20, 2018**

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve the March 20, 2018 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Loranger). The motion carried.

Announcements (Meetings)

A Committee of the Whole Parks Tour meeting will be held on May 24, 2018 at 4 p.m. and will start at OOC. The next Regular Board Meeting is scheduled on June 19, 2018 at 7 p.m. at GMRC.

Park District Treasurer's Report**Approval of Warrants for Payment**

Vendor #3		\$	34,355.35
Vendor #3A		\$	23,010.66
Vendor #3B		\$	31,650.12
Vendor #3C	Electronic	\$	35,273.48
Vendor #4		\$	85,603.80
Vendor #4A		\$	34,846.81
Vendor #4B		\$	72,228.38
Vendor #4C		\$	28,855.29
Vendor #4D	Electronic	\$	20,900.40
Payroll #5	03/02/18	\$	60,305.74
Payroll #6	03/16/18	\$	60,882.53
Payroll #7	03/30/18	\$	56,659.73
Payroll #8	04/13/18	\$	54,824.44
Payroll #9	04/27/18	\$	56,879.90
Total of Warrants		\$	656,276.63

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 4, 4A, 4B, 4C, 4D and Payroll 5, 6, 7, 8, 9 in the amount of \$656,276.63. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Loranger

The motion carried.

Business Manager Report

Executive Director Christina Ferraro reported that the District has received about \$400,000 in property tax during the month of March. A \$140,000 bond payment is due June 1st. Staff is continuing the search for a Finance Manager and in the process of evaluating resumes.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported she will be attending the Heron Pond HOA meeting on May 16th. The IAPD Summer Golf Tour is scheduled at OOC on May 21st, Community Day is on June 2nd and the Block Party on June 23rd. The RFP for the District's website was released on May 14th with a deadline for submittal on June 1st.

Administrative / Operational Summary (continued)

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported Supervisor of Recreation Marci Glinski obtained her CPRP certification. All Recreation Staff are now all CPRP certified. Preschool graduation ceremonies will be held on May 7th and 8th at OCCC. The Spring Dance Recital was held on May 12th.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported that staff has started to fill the pool. Lifeguards training in the water will start on May 18th. GMRC lost power on May 12th. ComEd responded to the outage and was able to restore the power by late afternoon. The baseball fields are in good shape.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

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

Executive Director Christina Ferraro reviewed the timeline. She reported that she met with Director of Golf Operations Marc Heidkamp and Marketing Coordinator Ali Geary to discuss marketing. Advertising will be included in The Knot starting September 2018.

New Business**Nomination and Election of Officers**

An omnibus motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the nominations for 2018-2019 Park Board President, Vice-President, Treasurer and Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to nominate Tim Jones as Park Board President, Terry Curtis as Park Board Vice-President, Vicki Carney as Park Board Treasurer and Ellen Avery as Park Board Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to close nominations for 2018-2019 Park Board President, Park Board President, Vice-President, Treasurer and Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to elect Tim Jones President, Terry Curtis Vice-President, Vicki Carney Treasurer and Ellen Avery Secretary by acclamation. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

New Business (continued)**Park District Appointments June 2018-May 2019****Representative to NWSRA Board and Recording Secretary**

An omnibus motion was made by Commissioner Jones and seconded by Commissioner Carney to appoint Christina Ferraro as Representative to NWSRA Board and Edlyn Castil as Prospect Heights Park District Board Recording Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

Committees of the Board Selection

Commissioner Jones reviewed the following committee selections:

- **Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis
- **Finance Committee**
Chairman Vicki Carney, Sub Chair Eric Kirste
- **OCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Bob Loranger Sub Chair Karl Jackson
- **Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney
- **Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Ellen Avery
- **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
- **Recreation Programs & Resident Relations Committee**
Chairman Ellen Avery, Sub Chair Eric Kirste

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 7:46 p.m. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary