

**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, AUGUST 16, 2016**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:15 p.m.

Commissioners present:

Vicki Carney  
Terry Curtis  
Karl Jackson  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

Christina Ferraro – Executive Director  
Scott Devlin – Business Manager  
Jim Lennon – Park Attorney  
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 Loranger and seconded by Commissioner Carney to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Correspondence**

A grant approval letter from Openlands and a letter from State Representative David Harris related to the grant were received.

**Recognition/Welcome**

There were none.

**Approval of Minutes**

**Regular Board Meeting – June 19, 2016**

**Committee of the Whole – August 9, 2016**

**Committee of the Whole – August 10, 2016**

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to approve the July 19, 2016 Regular Board Meeting Minutes, August 9, 2016 Committee of the Whole Meeting and August 10, 2016 Committee of the Whole Meeting as submitted. The motion was approved with a voice vote with one abstain (Commissioner Malouf). The motion carried.

**Announcements (Meetings)**

A Committee of the Whole Meeting will be held on 9/20/16 at 6:00 pm at GMRC and a Regular Board Meeting will be held on 09/20/16 at 7:00 pm at GMRC.

**Park District Treasurer’s Report**

**Cash Report #8**

|               |               |            |  |                    |                        |
|---------------|---------------|------------|--|--------------------|------------------------|
| Mt Pros State | Payroll       | #90001511  | Sweep Acct.                            | Outstanding checks | \$ (8,496.94)          |
| Mt Pros State | Vendor        | #90001503  |  |                    | \$ (117,651.76)        |
| Mt Pros State | Imprest       | #90001529  | Sweep Acct.                            | Outstanding checks | \$ 5,000.00            |
| Mt Pros State | General/Sweep | #90001498  |  |                    | \$ 1,321,091.70        |
| Mt Pros State | ATM           | #90001537  | Combined Bal – Account and ATM Machine |                    | \$ 23,095.53           |
| Mt Pros State | Cash Reserves | #90001545  |  |                    | \$ 349,978.52          |
| Mt Pros State | Class – Reg.  | #90002787  | Sweep Acct.                            | Deposit in transit | \$ -                   |
| Mt Pros State | Investment    | #107503657 |  |                    | \$ 2,309,468.67        |
| <b>Totals</b> |               |            |  |                    | <b>\$ 3,882,485.72</b> |

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept the Treasurer’s Report – Cash Report #8 dated August 16, 2016 in the amount of \$3,882,485.72. The motion was unanimously approved with a voice. The motion carried.

**Approval of Warrants for Payment**

|                          |            |                      |
|--------------------------|------------|----------------------|
| Vendor #7                | 07/01/16   | \$ 61,168.95         |
| Vendor #7A               | 07/07/16   | \$ 20,748.60         |
| Vendor #7B               | 07/14/16   | \$ 58,205.28         |
| Vendor #7C               | 07/21/16   | \$ 90,607.19         |
| Vendor #7D               | 07/28/16   | \$ 60,627.49         |
| Vendor #7E               | Electronic | \$ 14,387.68         |
| Payroll #14              | 07/08/16   | \$ 93,971.48         |
| Payroll #15              | 07/22/16   | \$ 98,953.58         |
| Refund #7                | June       | \$ 1,760.43          |
| <b>Total of Warrants</b> |            | <b>\$ 500,430.68</b> |

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 7, 7A, 7B, 7C, 7D, 7E, Payroll 14 and 15 and Refund #7 in the amount of \$500,430.68. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Carney, Curtis, Jackson, Jones, Loranger, Malouf  
 Nays: None  
 Absent: None  
 The motion carried.

**Business Manager Report**

**YTD Fund Summary** – as submitted. Business Manager Scott Devlin also highlighted that both Camp and Golf are ahead in their revenue this time of year compared to last year.

**Attorney’s Report**

**Legal Matters** – Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also reported that the network enhancements is moving along and is going hand in hand with the Rec Trac software migration. A copy of the Budget Timeline was included in her board report. She met with MWRD and City Administrator Joe Wade to discuss the proposed raising of Willow Road and Wheeling Road project. Should this project move forward, MWRD is looking to use Walnut Woods for “compensatory storage”. Two options of the location for the “compensatory storage”

**Administrative / Operational Summary (continued)**

were included in the board packet. The Board would like further discussion about this project if and when MWRD determines the project is approved. Christina also reviewed the proposed Somerset Park project and Heron Pond with MWRD. She also reached out to Hitchcock Designs to review the proposed Somerset Park project and obtained a quote for their services to review the project. Christina will obtain additional quotes and present the quotes at the next board meeting.

Christina also highlighted that the Beach Blanket Bingo event went well and was attended by 64 people. The PDRMA Loss Control Review is moving along. The rear air conditioning unit at GMRC is scheduled for delivery on Thursday, 8/18/16, and will require for Elm Street to be closed during delivery/installation. The new Lions Park playground is almost complete. Once the fencing is complete, Christina will write a press release. Christe Schey was hired as the full-time Youth Education Coordinator. Supervisor of Recreation Olivia Shapley is doing a wonderful job in her position. The opening for a new full-time Marketing position will be posted next week.

Commissioner Loranger commended the Park District Staff on their hard work with the Prospect Heights Block Party.

**Superintendent of Recreation** – as submitted.

**Superintendent of Facilities and Parks** – as submitted.

**Director of Golf Operations** – as submitted.

**Superintendent of Greens** – No report.

**Administrative/Operational Updates** – There were none.

**Committees of the Board**

**Committee of the Whole:** Chairman Tim Jones, Sub Chair Terry Curtis – No report.

**Finance Committee:** Chairman Vicki Carney, Sub Chair Tim Jones – No report.

**OOC Programs, Facilities Grounds & Maintenance Committee:** Chairman Mark Malouf, Sub Chair Bob Loranger – No report.

**Personnel & Planning Committee:** Chairman Bob Loranger, Sub Chair Vicki Carney – No report.

**Policy & Procedure Committee:** Chairman Terry Curtis, Sub Chair Karl Jackson – No report.

**Recreation Facilities, Parks & Maintenance Committee:** Chairman Tim Jones. No report.

**Recreation Programs & Resident Relations Committee:** Chairman Karl Jackson, Sub Chair Mark Malouf – No report.

**Public Comment**

There was none.

**Unfinished/Ongoing Business**

**Resolution to accept policy related to the naming Park Property**

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to adopt the Resolution 08.16.2016 a resolution for naming and renaming parks, park structures and facilities as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Carney, Curtis, Jackson, Jones, Loranger, Malouf

Nays: None

Absent: None

The motion carried.

**Park Board of Commissioners Vacancy**

This item was moved to be discussed after Executive Session.

**New Business**

There was none.

**Recess into Executive Session**

A motion was made by Commissioner Loranger and seconded by Commissioner Carney 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 7:46 pm. The motion was unanimously approved with a voice vote. The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:00 pm. During Executive Session Personnel was discussed.

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

Commissioner Loranger moved and Commissioner Carney seconded the board vacancy created by Lisa Gould be filled by Ellen Avery. The motion was unanimously approved by a voice vote.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:05 pm. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary