



**PROSPECT HEIGHTS
PARK DISTRICT**

Phone: (847) 394-2848

Fax: (847) 394-7799

110 W. Camp McDonald Road • Prospect Heights, Illinois 60070
www.phparks.org

NOVEMBER 28, 2017

BOARD

REPORT

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the November 28, 2017 Special Board Meeting
Gary Morava Recreation Center Meeting Room 1
110 W Camp McDonald Road, Prospect Heights, IL 60070

- I. Call to Order – 7:00 p.m.
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Corrections/Additions/Approval of Agenda
- III. Correspondence
- IV. Recognition/Welcome
 - A. Residents
 - B. Guests
- V. Approval of Minutes
 - A. Committee of the Whole Special Meeting – November 6, 2017
 - B. Committee of the Whole Special Meeting – November 14, 2017
 - C. Regular Board Meeting – November 14, 2017
- VI. Announcements (Meetings)
 - A. Regular Board Meeting 12/19/17 7:00 p.m. OCCC
- VII. Committees of the Board
- VIII. Public Comment

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- IX. Unfinished/Ongoing Business
 - A. Food, Beverage & Banquet Service at Old Orchard Country Club
 - B. PHWYBS 2018 Fields Improvement Project
- X. New Business
 - A. Proposed Tax Levy for the Year 2018 Resolution 11.28.17
- XI. Adjournment

Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.

**COMMITTEE OF THE WHOLE 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
MONDAY, NOVEMBER 6, 2017**

DRAFT

Call to Order

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

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Marc Heidkamp – Director of Golf Operations
Doug Brazeau – PGA Professional
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

Corrections / Additions / Approval of Agenda

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

Introduction of Guests/Citizens

There were none.

Public Comment

There were none.

Correspondence

There were none.

Announcements (Meetings)

A Committee of the Whole Meeting will be held on 11/14/17 at 6:00 p.m. and a Regular Board Meeting will be at 7:00 p.m. at GMRC.

Unfinished/Ongoing Business

Old Orchard Country Club Food and Beverage Operations

The Board discussed the four options Mike Holtzman, Profitable Food Facilities Consultant, submitted to the Park District: 1) keep current vendor, 2) find another vendor, 3) self-manage/keep in-house or 4) a hybrid option.

OCCC Golf Director Marc Heidkamp discussed his ideas on how to operate the food and banquet services of the golf experience should the Park District decide to bring the services in-house.

The Board would like to see a business plan from both Profitable Food Facilities and OCCC Golf Director Marc Heidkamp. The plans can be reviewed at a Committee of the Whole Meeting

Unfinished/Ongoing Business (continued)

which will be scheduled for December 4, 2017. There will also be continued discussion at the next Regular Board Meeting scheduled on 11/14/17.

New Business

There were none.

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Loranger to adjourn the Committee of the Whole Meeting at 8:35 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

Ellen Avery, Prospect Heights Park District Board Secretary

**COMMITTEE OF THE WHOLE 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, NOVEMBER 14, 2017**

DRAFT

Call to Order

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:05 p.m.

Commissioners present:

Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Erin Pell – Ancel Glink

Commissioners absent:

Ellen Avery
Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Correspondence

There were none.

Recognition/Welcome

There were none.

Announcements (Meetings)

The upcoming meetings are as follows:

Regular Board Meeting 11/14/17 7:00 p.m. GMRC Meeting Room 1
Committee of the Whole Special Meeting 12/04/17 7:00 p.m. GMRC Meeting Room 1
Regular Board Meeting 12/12/17 7:00 p.m. OCCC

Public Comment

There were none.

Unfinished/Ongoing Business

There were none.

New Business

FY 2018 Draft Capital Budget

Executive Director Christina Ferraro reviewed the 2017 Capital Budget. There was discussion about the projects/amounts that were spent in 2017 and the remaining projects/amounts that will be spent by the end of the year. Commissioner Carney requested that the information be updated for the next meeting with the actual costs for Fund 518 and Fund 523.

New Business (continued)

Executive Director Christina Ferraro also reviewed the FY 2018 Draft Capital Budget and the 10 Year Capital Plan. Commissioner Carney commented that the Golf Course is a self-sustaining department. Commissioner Curtis discussed the Fitness Center equipment replacement schedule. She suggested for data to be collected related to the utilization of the fitness equipment. In turn, that information would be used with determining the type of equipment that would be replaced.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Committee of the Whole Meeting at 6:47 p.m. The motion was unanimously approved with a voice with two absent (Commissioners Avery and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

Ellen Avery, Prospect Heights Park District Board Secretary

DRAFT

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, NOVEMBER 14, 2017

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present:

Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Laura Fudala - Supervisor of Recreation
Marc Glinski – Supervisor of Recreation
Olivia Shapley - Supervisor of Recreation
Erin Pell – Ancel Glink

Commissioners absent:

Ellen Avery
Karl Jackson

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 Kirste to approve the agenda as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Correspondence

Executive Director Christina Ferraro discussed the letter received from the City of Prospect Heights related to the Sanitary Sewer Service.

Recognition/Welcome

Neal Patel of PHWYBS, Marie Berrigan of Creekside Condo, Clayton Berrigan of Creekside Condo, Julie Melino of Creekside Condo, Mr. and Mrs. Teresi of Creekside Condo, and Joseph Rovetto of Creekside Condo were in attendance.

Appointment of Secretary Protem

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to appoint Commissioner Eric Kirste Secretary Protem for the 11/14/17 Regular Board Meeting. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Approval of Minutes**Special Board Meeting – October 11, 2017****Regular Board Meeting – October 17, 2017**

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the October 11, 2017 Special Board Meeting and the October 17, 2017 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Announcements (Meetings)

A Committee of the Whole Special Meeting will be held on 12/04/17 at 7:00 p.m. at GMRC. A Regular Board Meeting will be held on 12/12/17 at 7:00 p.m. at OCCC.

There was discussion about scheduling a Special Board Meeting for 11/28/17 for the purpose of the proposed Tax Levy. Executive Director Christina Ferraro will schedule and notice the meeting.

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

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$ (6,596.51)
Mt Pros State	Vendor	#90001503			\$ (54,469.97)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$ 1,121.77
Mt Pros State	General/Sweep	#90001498			\$ 1,088,090.40
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$ 26,123.03
Mt Pros State	Cash Reserves	#90001545			\$ 351,074.60
Mt Pros State	Investment	#107503657			\$ 3,607,005.37
Totals					\$ 5,012,348.69

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #11 dated November 14, 2017 in the amount of \$5,012,348.69. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Approval of Warrants for Payment

Vendor #10		\$ 59,477.87
Vendor #10A		\$ 81,010.36
Vendor #10B		\$ 6,600.00
Vendor #10C		\$ 42,292.51
Vendor #10D		\$ 35,384.87
Vendor #10E	Electronic	\$ 33,053.61
Payroll #19	10/13/17	\$ 63,676.62
Payroll #20	10/27/17	\$ 68,174.37
Refund #9	October	\$ 2,114.00
Total of Warrants		\$ 391,784.21

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 10, 10A, 10B, 10C, 10D, 10E, Payroll 21, 22 and Refund #10 in the amount of \$391,784.21. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Avery and Jackson

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board he is working on changing the report format that is distributed to the Board, for 2018. He also reported that the Park District has received 96% of its Real Estate tax revenue. He will be making two bond payments a couple days before 12/1/17.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro informed the Board the 4G cellular will be installed within the next 2-3 weeks. Christina also reported that "Nature Preserve" is the official name for project located behind the tennis courts.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso informed the Board that the Fitness Studio opened in November. The Winter/Spring brochure will be mailed out to residents today. The Park District held their 1st Arts Showcase last Saturday, November 11. It was a great event that included showcasing two local artists, honoring the Veterans on Staff, performances by the Preschool and KinderStop programs and two Dance classes, and over 20 craft vendors. Recreation Supervisor Marci Glinski reported the Spookfest event held on November 11 was a huge success with a great turnout of 258 children and their family. Commissioner Loranger congratulated Recreation Supervisor Olivia Shapley for organizing the Fitness Center Triathlon.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported one of the seasonal staff, R. Gonzalez, passed away.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported the well company was at the golf course today pulling up the well motor and evaluating what type of repairs/replacement need to be addressed. OOC golf course officially closed for the season today. The Turkey Shoot held last Sunday, November 12 was successful and well attended.

Superintendent of Greens – as submitted.

Committees of the Board

Commissioner Carney reviewed the 2017-2018 Finance Committee Goals.

Public Comment

Julie Melino of Creekside Condo commented about considering the hybrid option that the Food, Beverage & Banquet Service consultant suggested.

Clayton Berrigan of Creekside Condo commented about the past OOC/Midori noise issues.

Unfinished/Ongoing Business**Comprehensive Master Plan Update**

Executive Director Christina Ferraro requested for the Board to provide their feedback to her regarding the Comprehensive Master Plan by 12/4/17. She addressed one of the recommendations for a Feasibility Study to be completed.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro commented that the next meeting to discuss this item has been changed to 11/28/17. The Consultant and Golf Director Marc Heidkamp have been asked to submit a business plan prior to the meeting.

Unfinished/Ongoing Business (continued)

Park District Logo Discussion

There was discussion about the current logo and the proposed updated logo designs. The discussion included wanting to see more options, more simple designs, designs that show what the Park District offers/is about, design using more primary colors, a cleaner more corporate design. Executive Director Christina Ferraro will discuss with Marketing Coordinator Ali Geary and bring three new logo designs at the December meeting.

IAPD Credentials Certificate

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to name Christina Ferraro to serve as Delegate and Julie Caporusso as 1st Alternate to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hilton Hotel, Chicago, Illinois on Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

New Business

PHWYBS 2018 Fields Improvement Project Discussion

There was discussion about improving the baseball and softball fields at Lions Field and McDonald Field. They have quotes that were obtained some time ago and will work on securing 1-2 more quotes. Golf Director Marc Heidkamp suggested asking Grounds Superintendent Gerald Arden to review the quotes and the fields. There will be continued discussion regarding this item at the next Board meeting.

FY 2018 Budget Draft 1.A

Commissioner Carney reported that she, Commissioner Kirste and Executive Director Christina Ferraro met to review the FY 2018 Budget Draft 1.A. Christina commented that Staff needs to project where the District will be at the end of 2017. This draft does not include salary increase or medical expenses.

The draft was reviewed. Supervisors of Recreation Laura Fudala, Marci Glinski and Olivia Shapley each reviewed their individual Departments. Laura Fudala commented that a non-resident fee was added to Dept. 03 Preschool. Laura reviewed Dept. 04 KinderStop, Dept. 05 Children's Programs which includes Kids Day Off, and Dept. 14 Camp. Marci Glinski highlighted that Dept. 08 Performing Arts is a newer Dept. that has been separated out from Dept. 06 Dance. Dept. 09 Concessions is a newer Dept. that was separated out from Dept. 12 Special Events. Marci also reviewed Dept. 11 Active Adults. Olivia Shapley reviewed Dept. 07 Athletics, Dept. 10 Pool and Dept. 13 Fitness Center.

A 2nd draft, FY 2018 Budget Draft 1.B will be included for review and discussion at the next Regular Board Meeting in December.

Recess into Executive Session

A motion was made by Commissioner Loranger 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 Approval of Minutes (Section 2(c) (21)), Personnel (Section 2(c) (1)) and Imminent Litigation (Section 2(c) (11)) at 8:37 p.m. The motion was unanimously approved with a voice vote with two absent (Commissioners Avery and Jackson). The motion carried.

Reconvene to Open Session

Open session reconvened at 9:09 p.m. During Executive Session Approval of Minutes, Personnel and Imminent Litigation were discussed.

Possible Action on Matters Discussed in Executive Session

There was no action taken.

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 9:10 p.m. The motion was unanimously approved with a voice vote with two absent (Commissioner Avery and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

Prospect Heights Park District

RESOLUTION 11.28.17

A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE PROSPECT HEIGHT PARK DISTRICT COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018

WHEREAS, the Board of Commissioners of the Prospect Heights Park District recognize certain effect of the Property Tax Limitation Act on the annual tax levy of the Park District; and

WHEREAS, the Board of Commissioners of the Prospect Heights Park District recognize certain limitations of the annual property tax extension as currently distributed by the Office of the County Clerk; and

WHEREAS, it is determined to be in the best interest of the Prospect Heights Park District to maximize the levy extensions in the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds.

THEREFORE, be it resolved by the Board of Commissioners of the Prospect Heights Park District that the Director of Tax Extensions of the Office of the County Clerk be authorized to extend the full levy request, up to the legal tax rate limit to Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds of the District.

BE IT FURTHER RESOLVED that the Director of Tax Extensions of the Office of the County Clerk be authorized to reduce the district's Recreation Fund to provide the necessary tax extension required to maintain the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds, at the full levy amount requested.

Passed and signed on this 28th day of November, 2017

ATTEST:

TIMOTHY JONES
PARK BOARD PRESIDENT _____
Date: November 28, 2017

ELLEN AVERY
PARK BOARD SECRETARY _____
Date: November 28, 2017

Adopted: November 28, 2017