

**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, JULY 17, 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:**

Vicki Carney  
Terry Curtis  
Karl Jackson  
Tim Jones  
Eric Kirste (arrived at 7:01 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  
Edlyn Castil – Admin. Asst./Recording Secretary

**Commissioners absent:**

Ellen Avery

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

**Correspondence**

A thank you card was received from City of Prospect Heights Mayor Nick Helmer.

**Recognition/Welcome**

Peter Hahn of NRC was in attendance.

**Public Comment**

There were none.

**Approval of Minutes**

**Regular Board Meeting – June 19, 2018**

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to approve the June 19, 2018 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Avery). The motion carried.

**Announcements (Meetings)**

The next Regular Board Meeting is scheduled on August 21, 2018 at 7 p.m. at GMRC.

**Park District Treasurer's Report****Approval of Cash Report**

Payroll	\$	(3,357.57)
Vendor	\$	(13,225.39)
Imprest	\$	4,659.03
General/Sweep	\$	692,005.98
ATM	\$	26,853.03
Cash Reserve	\$	351,656.93
RecTrac – Reg	\$	-
Investment	\$	3,037,248.71
Total of Cash Report	\$	4,095,840.72

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to approve the July 17, 2018 Cash Report in the amount of \$4,095,840.72. The motion was approved with a voice vote with one absent (Commissioner Avery). The motion carried.

**Approval of Warrants for Payment**

Vendor #6	\$	90,196.85
Vendor #6A	\$	55,530.58
Vendor #6B	\$	45,961.34
Payroll #12	06/08/18	\$ 63,516.44
Payroll #13	06/22/18	\$ 89,703.91
Total of Warrants	\$	344,909.12

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 6, 6A, 6B and Payroll 12, 13 in the amount of \$344,909.12. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Avery

The motion carried.

**Business Manager Report**

The Fund Report was reviewed. Executive Director Christina Ferraro will follow-up with the totals indicated on the Fund Report and report back to the Board.

**Attorney's Report**

There was no report.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro provided an update regarding the Lions Park tennis courts. She also reported a resident residing adjacent to School Street Park is experiencing flooding. The resident has been in contact with the City. The Park District is waiting for direction from the City at this time.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported the Prospect Heights Parade went well with the Prospect Heights Park District Swim Team participating. To date, twenty-four applications have been received for the Supervisor of Recreation position to fill Olivia Shapley's vacancy. Staff will start interviewing candidates at the end of this week.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported the pumps at Lions Pool are up and running. Grass cutting by the Bike Trail is scheduled for this week. One side of the Lions Park tennis courts repair will be completed this week and the other side will be completed next week.

**Administrative / Operational Summary (continued)**

**Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp informed the Board that June was a tough month with six days closed and ten days with play restrictions due to the weather. However, revenue from sales and outings are doing well.

**Superintendent of Greens** – as submitted.

**Committees of the Board**

**Finance Committee** – Commissioner Carney reported two candidates have recently been interviewed for the Finance Manager position.

**Public Comment**

Peter Hahn indicated he was interested in hearing about Agenda Item XIII B.

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

Executive Director Christina Ferraro reported an updated timeline was included in the board packet. There was discussion about updating the OOC signage and the length of time for the process.

**ComEd Recreational Bike Path & Prairie Lease Renewal**

Executive Director Christina Ferraro provided an overview about the ComEd Recreational Bike Path & Prairie lease renewal. More information to follow at the next meeting. At this time, there are no intension of making any changes to the lease agreement.

**New Business****Award New Website Project**

Executive Director Christina Ferraro reported the Website Interview panel met with seven vendors. \$10,000 for the website redesign and \$3,500 for the mass notification were budgeted for this project. Staff is recommending accepting the proposal from Visionary Webworks.

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to accept the proposal from Visionary Webworks as submitted. The motion was approved with a voice vote with one absent (Commissioner Avery). The motion carried.

**Recess into Executive Session**

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste 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 7:35 p.m. The motion was approved with a voice vote with one absent (Commissioner Avery). The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:10 p.m. During Executive Session Personnel was discussed.

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

No action was taken.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 8:12 p.m. The motion was approved by a voice vote with one absent (Commissioner Avery). The motion carried.

Respectfully Submitted,  
Edlyn Castil, Recording Secretary

Secretary:   
Ellen Avery, Prospect Heights Park District Secretary