

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, APRIL 23, 2019**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:03 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf Operations
Ann Rose – Banquet Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson
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 Curtis to approve the agenda as submitted. The motion was approved with a voice vote with two absent (Commissioners Jackson and Loranger). The motion carried.

Correspondence

None

Recognition/Welcome

Commissioner Tim Jones introduced Banquet Manager Ann Rose. Jorie Ouimet and Hanna Caselton from Link Together Coalition from OMNI Youth Services, and Tom Meitzler and Rick Meitzler from Admira, LLC were in attendance.

Public Comment

None

Presentation

Link Together Coalition from OMNI Youth Services – Dangers of Vaping Presentation

Jorie Ouimet provided background about Link Together Coalition. Hanna Caselton provided facts and statistics about e-cigarettes and vaping. Commissioner Curtis inquired about anti-drug & alcohol posters/literature to be placed in the GMRC.

Admira, LLC – Video Gaming Presentation

Rick Meitzler provided background about video gaming. He explained that the type of machines that are placed in business establishments like the golf course clubhouse are more of a “recreation machine” with \$2 limits and max payouts of \$500. Admira, LLC is a local business who provides a rewards program tied into the establishment (i.e. free burgers, round of golf, etc.). They would

Presentation (continued)

also provide an ATM machine and the furniture for the gaming area in the golf course. Christina met with the Mayor of Mount Prospect and mentioned the concept of video gaming at golf courses. Currently, golf courses are not permitted in the current Mount Prospect video gaming ordinance and the ordinance is scheduled for annual review in August 2019.

Approval of Minutes**Committee of the Whole Meeting – March 19, 2019**

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the March 19, 2019 Committee of the Whole Meeting Minutes as submitted. The motion was approved with a voice vote with two absent (Commissioners Loranger and Jackson). The motion carried.

Regular Board Meeting - March 19, 2019

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to approve the March 19, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with two absent (Commissioners Loranger and Jackson). The motion carried.

Announcements (Meetings)

Committee of the Whole Parks Tour – May 16, 2019 4:00 p.m. OOC

Regular Board Meeting – May 28, 2019 7:00 p.m. GMRC

Park District Treasurer's Report**Cash Report #4**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,240.08
Mt Pros State	General/Sweep		\$	1,072,522.53
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	26,853.03
Mt Pros State	Cash Reserves		\$	352,512.90
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,044,333.21
		Totals	\$	4,500,461.75

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #4 dated April 23, 2019 in the amount of \$4,500,461.75. The motion was approved with a voice vote with two absent (Commissioners Loranger and Jackson). The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, and Payroll 5, 6, 7 in the amount of \$403,518.95. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioners Loranger and Jackson

The motion carried.

Finance Manager's Report

Executive Director Christina Ferraro commented that Fund 301 was not included in the Fund Report dated March 31, 2019. It will be included in April's Fund Report.

Attorney's Report

None

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported the Park District is working with Sikich on the annual audit scheduled for mid-May. Christina will reach out to ComEd regarding the lease that includes the Bike Path. Christina is working with legal counsel regarding the park properties tax exempt status. She met with the Mayor of the Village of Mount Prospect, Marc, Doug and Ann about the Liquor License and updating the business license classification. She also reported Microsoft is ending Windows 7 support and the Park District which is a possible security breach that affects several computers and two servers.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Library would like to upgrade the StoryWalk with permanent stakes. The Library is looking for Park District Board approval. The Board was in agreement with this project. The Park District held two events: Flashlight Egg Hunt at Country Gardens with about 33 kids in attendance and Spring Fling which included an Egg Hunt, Lions Club, Library and Park District kite giveaway and a Library StoryWalk. Julie also commended Supervisor of Recreation Ed O'Neill for a super job of hiring 21 new lifeguards and 18 returning lifeguards.

Superintendent of Facilities and Parks – as submitted. Dino Squiers also reported Staff is getting pool ready. Final test was supposed to be done previous Sunday. A leak developed in the well and they are now looking for that leak.

Director of Golf Operations – as submitted. Marc Heidkamp reported staff has been working extremely hard to get course ready for the season. The removed trees will help open up play. He is adding staff and hopes to have the food and beverage up and running in the next two weeks. The first wedding is scheduled for 5/26/19.

Committees of the Board

None

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

Christina informed the Board that this will be last time for this memo to be included under Unfinished/Ongoing Business. In the future it will be included in Marc's report.

Feasibility Study

Christina is looking for feedback from the Board for direction to develop the next set of conceptual plans. Williams Architect presented an additional concept which saves dollars but eliminates storage and several spaces that staff feel are vital. Commissioner Curtis asked if anyone knew the cost to remodel Arlington Heights Camelot Park recently. There was a discussion about acquiring grants to assist with the GMRC project. After further discussion, Commissioner Jones suggested that this item be deferred and revisited in the fall of 2019 when the financial accounting firm is on board to help with the financial picture.

Golf Financial Policy

There was a discussion about whether or not the Board should move forward with a Golf Financial Policy, Memo of Understanding, or a Resolution. This item was tabled and may be brought back to the Agenda in October 2019.

New Business

Proposed Amendment to Ordinance 09.14.04 Section 42

Christina will have legal counsel formally amend the current smoking Ordinance to include vaping which will then be included in the personnel manual and on new park signage.

Contractual Accounting Services

Christina discussed a request for general approval of the concept & expense for contractual accounting services.

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to authorize contractual accounting services to the best qualified firm for an amount not to exceed \$70,000. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioners Loranger and Jackson

The motion carried.

Adjustment to Banquet Capital Budget FY2019

Christina discussed the need for an additional \$150,000 to be added to the Golf Banquet Capital Budget FY2019.

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to approve an additional \$150,000 to Golf Banquet Capital Budget FY2019. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioners Loranger and Jackson

The motion carried.

Resolution Appointing an Assistant Board Secretary

Christina discussed approving a resolution which would appoint an Assistant Board Secretary in an absence of Board Secretary Commissioner Avery. There was discussion to appoint a Board member for the other positions as well. The resolution will be revised and be placed on next month's agenda for review and approval.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to table this item and place on next month's agenda for approval. The motion was approved with a voice vote with two absent (Commissioners Loranger and Jackson). The motion carried.

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:30 p.m. The motion was approved by a voice vote with two absent (Commissioners Loranger and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary