

**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, MARCH 21, 2017**

**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 (arrived at 7:01 p.m.)  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

Christina Ferraro – Executive Director  
Dino Squiers – Superintendent of Parks & Facilities  
Scott Devlin – Business Manager  
Olivia Shapley – Supervisor of Recreation  
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

**Corrections / Additions / Approval of Agenda**

Commissioner Jones discussed correcting the following three items on the Agenda:

- Item VII, B. 6. date should read “02/03/17”;
- Item VII, B. 7. date should read “02/17/17”; and
- Item VII, B. 8. date should read “February”

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

**Correspondence**

There were none.

**Recognition/Welcome**

Eric Kirste, resident and write in candidate for the April 4<sup>th</sup> Consolidated Election was present.

**Approval of Minutes**

**Regular Board Meeting – February 21, 2017**

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to approve the February 21, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 4/18/16 at 7:00 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #3**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(3,608.06)
Mt Pros State	Vendor	#90001503			\$	(33,535.04)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	534,666.15
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,135.53
Mt Pros State	Cash Reserves	#90001545			\$	350,486.02
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	2,601,833.93
Totals					\$	3,480,978.53

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #3 dated March 21, 2017 in the amount of \$3,480,978.53. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

**Approval of Warrants for Payment**

Vendor #2		\$	65,561.64
Vendor #2A		\$	17,175.74
Vendor #2B		\$	12,767.83
Vendor #2C		\$	19,015.57
Vendor #2D	Electronic	\$	25,960.18
Payroll #3	02/03/17	\$	58,038.79
Payroll #4	02/17/17	\$	57,834.40
Refund #2	February	\$	1,461.00
Total of Warrants		\$	257,815.15

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, 2D, Payroll 3, 4 and Refund #2 in the amount of \$257,815.15. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

**Business Manager Report**

**YTD Fund Summary** – as submitted. Business Manager Scott Devlin commented that the Fund Summary report included unaudited numbers. Scott will ask the auditors to attend the May Board meeting to present the CAFR.

**Attorney's Report**

**Legal Matters** – As submitted.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also reported she attended the Heron Pond Homeowner's Association's annual meeting last night. The association is appreciative of the work provided at the pond by the Park District and Prospect Heights Natural Resource Commission. She also attended a meeting with Chipman Design Architecture Principal, Eagle Scout Sam Sobczak and members of the Natural Resource Commission to discuss the ComEd Green Region Program for Nature Project in Lions Park.

**Administrative / Operational Summary (continued)**

The architects proposed three bridge concepts. Proposal #1 was chosen. Chipman is compiling costs and will be contacting structural engineers. The project is scheduled for completion in May 2018.

**Superintendent of Recreation** – as submitted. The Recreation Intern will be starting in May and will be overseen by Supervisor of Recreation Olivia Shapley. The Royal Family Ball special event was held in February at Old Orchard Country Club. The participants enjoyed themselves and the event was successful. Supervisor of Recreation Olivia Shapley informed the Board that she is in the process of hiring the summer aquatics staff.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers will be holding a final meeting with PHWYBS before the season starts. Staff cannot do anything with the fields at this time due to the rain. Although, the fields are in pretty good shape but needs fill. There was discussion about sending the School District a “thank you” note for the use of equipment.

**Director of Golf Operations** – as submitted. Golf received several compliments about new fleet of golf carts.

**Superintendent of Greens** – as submitted.

**Administrative/Operational Summary**

- **Department 07 – Youth Leagues** - Supervisor of Recreation Olivia Shapley reported the youth basketball leagues finished their season and an awards ceremony was held. Volleyball & floor hockey programs are now starting. The soccer league programming is now a co-op with River Trails Park District. There was positive feedback regarding the change. Olivia also reported that an outdoor hockey court program will be offered this summer.
- **Department 13 – Fitness Center** - Supervisor of Recreation Olivia Shapley reported the new key fobs at the Fitness Center are working well. The cost of memberships was lowered to attract new memberships. The towel services have been reestablished and there have been positive feedback received. There was discussion about what feedback/information will be received from the Comprehensive Master Plan as it relates to the Fitness Center. Executive Director commented about the upcoming renovations of one of the racquetball courts. The park district will be able to offer additional fitness classes after the renovation.

**Committees of the Board**

Commissioner Jones explained that after the April 4<sup>th</sup> Consolidated Election, there will be changes in the Committees. There will be further discussion during the June Board meeting.

- **Committee of the Whole**  
Chairman Tim Jones, Sub Chair Terry Curtis – No report.
- **Finance Committee**  
Chairman Vicki Carney, Sub Chair Tim Jones – No report.
- **OCC 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**

Resident Eric Kirste introduced himself to the Staff and Board members.

**Unfinished/Ongoing Business****Combined Budget & Appropriation Ordinance 02.21.17A**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to adopt the Combined Budget & Appropriation Ordinance 02.21.17A as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

**Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro reported that there will be more information at the next Board meeting.

**New Business****Approval to award the Comprehensive Master Plan Contract**

A request for proposal (RFP) was released to contract a firm to develop a comprehensive master plan for the Park District. The RFP was released to about twenty firms and information was placed on the Park District's website and on NRPA Connect's webpage. Six highly qualified proposals were received by the March 10<sup>th</sup> proposal submission deadline. Staff reviewed all proposals and chose three to interview based on the cost. The three firms were Design Perspectives, Greenplay LLC and PROs Consulting. The three firms were given the opportunity to present to Staff. After staff discussion and references checked, staff is recommending Greenplay LLC for a cost not to exceed \$55,000. There was lengthy discussion about staff's recommendation.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to award the Comprehensive Master Plan Contract to Greenplay LLC in the amount not exceed \$54,999. The motion was unanimously approved by a roll call vote.

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

Nays: Commissioner Malouf

Absent: Commissioner Jackson

The motion carried.

**Tax Abatement Ordinance Park Bonds 03.21.17**

A motion was made by Commissioner Malouf and seconded by Commissioner Carney to adopt the Tax Abatement Ordinance Park Bonds 03.21.17. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

**Recess into Executive Session**

A motion was made by Commissioner Curtis and seconded by Commissioner Avery 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 Land Acquisition (Section 2(c) (5/6)) at 7:54 p.m. The motion was unanimously approved with a voice. The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:05 p.m. During Executive Session Land Acquisition was discussed.

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

There were none.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Carney to adjourn the Regular Board Meeting at 8:10 p.m. 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