

**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, JUNE 20, 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 (arrived at 7:01 p.m.)
Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf
Laura Fudala – Supervisor of Recreation
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Andres Balcazar – Recreation Intern

Commissioners absent:

None

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections / Additions / Approval of Agenda

Commissioner Jones discussed amending the Agenda by moving Agenda Item XII. Public Comment after Item V. Presentations.

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

Correspondence

There were none.

Recognition/Welcome

Jesse Kinsland, PDRMA Risk Management Consultant, Tracey Crawford, NWSRA Executive Director, and residents Joe Bielawski, Sue Hubberts, Tom Hubberts and Bob McGarrow of McGill Management Inc were present.

Presentations

Jesse Kinsland, PDRMA Risk Management Consultant, provided an overview of the year-long process of the PDRMA Loss Control Review that was conducted in 2016. He recognized the Staff for successfully completing the Loss Control Review with a final score of 98.6%. This is the highest score Prospect Heights Park District has ever received.

Tracey Crawford, NWSRA Executive Director, provided NWSRA's background, overview of services and accomplishments in 2016. She reviewed the Prospect Heights Park District's 2017 1st quarter program statistics.

Public Comment

Resident/Condo Association President Joe Bielawski and Bob McGarrow of McGill Management Inc commented about the need for the removal of trees at OOC located near the condo.

Approval of Minutes**Regular Board Meeting – May 16, 2017****Committee of the Whole – May 25, 2017**

A motion was made by Commissioner Avery and seconded by Commissioner Carney to approve the Minutes of the May 16, 2017 Regular Board Meeting and May 25, 2017 Committee of the Whole Meeting as submitted. The motion was approved with a voice vote with one abstain for the May 25, 2017 Committee of the Whole Meeting Minutes (Loranger). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 7/18/17 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #5**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(3,932.91)
Mt Pros State	Vendor	#90001503			\$	(69,413.66)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	275,697.95
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	28,223.00
Mt Pros State	Cash Reserves	#90001545			\$	350,706.92
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	3,503,642.23
Totals					\$	4,089,923.53

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #6 dated June 20, 2017 in the amount of \$4,089,923.53. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

Vendor #5		\$	16,917.00
Vendor #5A		\$	47,164.29
Vendor #5B		\$	24,781.17
Vendor #5C		\$	15,397.71
Vendor #5D		\$	64,511.35
Vendor #5E	Electronic	\$	27,154.28
Payroll #10	05/12/17	\$	61,760.39
Payroll #11	05/26/17	\$	58,782.13
Refund #5	May	\$	2,340.00
Total of Warrants		\$	318,808.32

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants # 5, 5A, 5B, 5C, 5D, 5E, Payroll 10, 11 and Refund #5 in the amount of \$318,808.32. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin also reported that about 51% of the Real Estate Revenue has been received and a bond payment was made on 6/1/17.

Attorney's Report

Executive Director Christina Ferraro reported that she is in the process of obtaining an Attorney for the Park District. An informal request for quotes was conducted and four law firms responded. The interview process of the law firms will be conducted in early July. Christina, Commissioner Avery and Commissioner Kirste will work together on this item and bring their recommendation back to the Board for approval at the regular Board Meeting in July.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro provided an update about the NRC nature project. Although PDRMA would allow for a suspension bridge with an architect and engineer approval, the architect and engineer would not approve the suspension bridge. They offered another suggestion of a path using large flat-topped stones. The Eagle Scout is researching this option. Christina also provided a Comprehensive Master Plan update related to the 3,000 surveys that were sent out. At this time 100 responses have been received and 40 partial responses. There were only 4 calls received from people experiencing issues with accessing the survey. The Block Party is this Saturday. The publicity with the lawn signs and tshirts are great. Christina complimented Supervisor of Recreation Olivia Shapley for her work with the Fitness Center.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso introduced Recreation Intern Andres Balcazar and informed the Board that he has had a great start. Andres is coordinating the Park District's participation with the Prospect Heights 4th of July Parade. Anyone interested in participating should contact Andres.

Commissioner Carney complimented the Aquatics Staff about how they handled the communication with the patrons on a past Sunday with how the early closing notice was handled. Recreation Intern Andres Balcazar commented about the Community Day event that he participated in and offered a couple suggestions for next year's event.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers commented that he met with NRC.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported that he is monitoring OOCC's electric and water expenses.

Superintendent of Greens – as submitted.

Administrative/Operational Summary

- **Department 03 Preschool** – Supervisor of Recreation Laura Fudala reported that Preschool had about 80 students this past school year. Christe Schey took on the role of the Youth Education Coordinator position. They will be removing the 2.5 year old program next school year, and replacing it with a 3 year old program.
- **Department 04 KinderStop** - Supervisor of Recreation Laura Fudala reported they revamped this past year's KinderStop curriculum. During the upcoming school year, they are making a change and the Lead Teacher will be more involved with the planning.

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

Executive Director Christina Ferraro reported the RFP is almost complete, Commissioner Avery reviewed and made suggestions. The final RFP will go out by Friday, 6/23/17.

Unfinished/Ongoing Business (continued)**School District Park District Cooperation Agreement**

Executive Director Christina Ferraro discussed changes in the proposed agreement.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the School District Park District Cooperation Agreement as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

New Business**Nominations and Election of Officers****Park Board President**

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the nominations for 2017-2018 Park Board President. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to nominate Tim Jones as Park Board President. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to close nominations for 2017-2018 Park Board President. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to elect Tim Jones Park Board President by acclamation. The motion was unanimously approved by a voice vote. The motion carried.

Park Board Vice-President

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the nominations for 2017-2018 Park Board Vice-President. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to nominate Terry Curtis as Park Board Vice-President. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to close nominations for 2017-2018 Park Board Vice-President. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to elect Terry Curtis Park Board Vice-President by acclamation. The motion was unanimously approved by a voice vote. The motion carried.

Park Board Treasurer

A motion was made by Commissioner Avery and seconded by Commissioner Jackson to open the nominations for 2017-2018 Park Board Treasurer. The motion was unanimously approved by a voice vote. The motion carried.

New Business (continued)

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to nominate Vicki Carney as Park Board Treasurer. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to close nominations for 2017-2018 Park Board Treasurer. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to elect Vicki Carney Park Board Treasurer by acclamation. The motion was unanimously approved by a voice vote. The motion carried.

Park Board Secretary

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to open the nominations for 2017-2018 Park Board Secretary. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to nominate Ellen Avery as Park Board Secretary. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to close nominations for 2017-2018 Park Board Secretary. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to elect Ellen Avery Park Board Secretary by acclamation. The motion was unanimously approved by a voice vote. The motion carried.

Park District Appointments June 2017-May 2018

Representative to NWSRA Board

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to appoint Christina Ferraro as Representative to NWSRA Board. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Recording Secretary

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to appoint Edlyn Castil as Recording Secretary. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Committees of the Board Selection

The following are the Committee Chairmen and Sub Chairmen:

- **Committee of the Whole**
Chairman Tim Jones, Sub Chairman Terry Curtis
- **Finance Committee**
Chairman Vicki Carney, Sub Chairman Eric Kirste
- **OCCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Bob Loranger, Sub Chairman Karl Jackson
- **Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chairman Vicki Carney
- **Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chairman Ellen Avery
- **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
- **Recreation Programs & Resident Relations Committee**
Chairman Ellen Avery

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 8:48 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District