

**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 18, 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
Terry Curtis
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
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Vicki Carney
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 Kirste and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

There were none.

Recognition/Welcome

There were none.

Approval of Minutes

Regular Board Meeting – June 20, 2017

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the Minutes of the June 20, 2017 Regular Board Meeting as submitted. The motion was approved with a voice vote with two absent (Carney, Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 8/15/17 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #7**

| | | | | | | |
|---------------|---------------|------------|--|--------------------|-----------|---------------------|
| Mt Pros State | Payroll | #90001511 | Sweep Acct. | Outstanding checks | \$ | (6,770.82) |
| Mt Pros State | Vendor | #90001503 | | | \$ | (102,063.53) |
| Mt Pros State | Imprest | #90001529 | Sweep Acct. | Outstanding checks | \$ | 5,000.00 |
| Mt Pros State | General/Sweep | #90001498 | | | \$ | 191,831.52 |
| Mt Pros State | ATM | #90001537 | Combined Bal – Account and ATM Machine | | \$ | 25,683.03 |
| Mt Pros State | Cash Reserves | #90001545 | | | \$ | 350,778.98 |
| Mt Pros State | Class – Reg. | #90002787 | Sweep Acct. | Deposit in transit | \$ | - |
| Mt Pros State | Investment | #107503657 | | | \$ | 3,354,369.72 |
| Totals | | | | | \$ | 3,818,828.90 |

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #7 dated July 18, 2017 in the amount of \$3,818,828.90. The motion was unanimously approved with a voice vote with two absent (Carney, Jackson). The motion carried.

Approval of Warrants for Payment

| | | | |
|--------------------------|------------|-----------|-------------------|
| Vendor #6 | | \$ | 39,175.05 |
| Vendor #6A | | \$ | 27,375.26 |
| Vendor #6B | | \$ | 30,983.02 |
| Vendor #6C | | \$ | 42,611.05 |
| Vendor #6D | | \$ | 89,938.22 |
| Vendor #6E | Electronic | \$ | 36,123.06 |
| Payroll #12 | 05/12/17 | \$ | 70,278.04 |
| Payroll #13 | 05/26/17 | \$ | 97,064.02 |
| Refund #6 | June | \$ | 4,642.50 |
| Total of Warrants | | \$ | 438,190.22 |

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 6, 6A, 6B, 6C, 6D, 6E, Payroll 12, 13 and Refund #6 in the amount of \$438,190.22. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Carney, Jackson

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin also reported that he's working on a quarterly financial report which will include a breakdown by all Departments and Funds. He and Commissioner Carney will review the report prior to distribution to the Board. The Park District did not receive any tax revenue during the month of June. Scott did an analysis of how a potential property tax freeze would affect the park district. He will review the analysis with Commissioner Jones before sharing with other Staff and Board.

Attorney's Report

There is none.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported that ComEd did a site visit at the Nature Project and encouraged the Park District to apply for continued grant funds. The Comprehensive Master Plan Surveys continue to be monitored. At this time, there are 238 completed surveys and 160 partially completed surveys. An email reminder about completing the surveys was sent out on 7/17/17. They may close the survey process this week. The consultants will be back onsite on 8/7/17 and will present the draft Comprehensive Master Plan to the Board at the September Regular Board Meeting. The 6/24/17 Block Party went well. The Park District is planning to obtain more sponsorship next year for this event. Christina also informed the Board that there was a noise incident at OOCB banquet facilities on 7/1/17. Staff is working on the Resident Partnership Agreement with RTPD and MPPD.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso thanked everyone who participated with the Prospect Heights 4th of July Parade. Intern Andres Balcazar did a great job coordinating the Park District's participation with the event. Andres' internship with the Park District has been going well. His last week will be at the end of the first week in August. Andres will be missed. Staff is putting together the 2017 Fall Brochure which will be distributed in August.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported water collected on the infield of the baseball field during these past storms but thankfully that it did not do any damage to the outfield.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported there was flood water at the OOCB basement but it did not do any damage. The storm did bring in 2 golf outings this week from other golf courses to OOCB. The well/pump for irrigation went down and it was decided to pull up the pump to evaluate the problem. Cost of repairs for this unbudgeted issue will be \$20,000-\$70,000. It was decided to use Capital funds for this issue and wait to complete cart path project next year. Grounds staffing for 2018 will be reviewed. Marc announced that the OOCB PGA Jr League is undefeated.

Superintendent of Greens – as submitted.

Administrative/Operational Summary – There were none.

Public Comment

There were none.

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

Executive Director Christina Ferraro reported the RFP was emailed to 9 potential firms. There were 2 firms who responded that they were interested. The Park District will schedule interviews with the firms to be held the second week of August.

New Business**Prevailing Wage Ordinance 07.18.17**

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to adopt Prevailing Wage Ordinance 07.18.17 as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Carney, Jackson

The motion carried.

Appointment of the Park District Attorney

The Park District was seeking a new Park District Attorney and issued a Request for Quote (RFQ). There were 4 firms who responded to the request and participated in an interview process with Executive Director Christina Ferraro and Commissioner Avery. They are recommending appointing Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. as the Prospect Heights Park District Attorney firm.

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to give direction to Executive Director Christina Ferraro to move forward with retaining Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. as the Prospect Heights Park District Attorney firm. The motion was unanimously approved with a voice vote with two absent (Carney, Jackson). The motion carried.

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:45 p.m. The motion was unanimously approved with a voice vote with two absent (Carney, Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District