

**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, SEPTEMBER 20, 2016**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:06 p.m.

Commissioners present:

Vicki Carney  
Terry Curtis  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

Christina Ferraro – Executive Director  
Scott Devlin – Business Manager  
Julie Caporusso – Superintendent of Recreation  
Dino Squiers – Superintendent of Parks & Facilities  
Marc Heidkamp – Director of Golf Operations  
Jim Lennon – Park Attorney  
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**

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

**Correspondence**

There were none.

**Recognition/Welcome**

**Residents**

Rod Krueg and Sue Schroeder from Our Redeemer Lutheran Church were in attendance.

**Installation of Park Board Commissioner Ellen Avery**

Park District Attorney Jim Lennon gave the Oath of Office to Commissioner Ellen Avery.

**Approval of Minutes**

**Committee of the Whole Meeting – August 16, 2016**

**Regular Board Meeting – August 16, 2016**

A motion was made by Commissioner Loranger and seconded by Commissioner Curtis to approve the August 16, 2016 Committee of the Whole Meeting and the Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 10/18/16 at 7:00 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #9**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$ (8,172.33)
Mt Pros State	Vendor	#90001503			\$ (70,169.00)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$ 5,000.00
Mt Pros State	General/Sweep	#90001498			\$ 1,912,283.36
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$ 23,095.53
Mt Pros State	Cash Reserves	#90001545			\$ 350,052.63
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$ -
Mt Pros State	Investment	#107503657			\$ 2,309,957.70
Totals					\$ 4,522,047.89

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #9 dated September 20, 2016 in the amount of \$4,522,047.89. The motion was unanimously approved with a voice with one absent (Commissioner Jackson). The motion carried.

**Approval of Warrants for Payment**

Vendor #8	08/04/16	\$ 20,021.83
Vendor #8A	08/10/16	\$ 174,878.34
Vendor #8B	08/13/16	\$ 3,533.00
Vendor #8C	08/18/16	\$ 30,370.98
Vendor #8D	08/25/16	\$ 62,325.00
Vendor #8E	Electronic	\$ 14,435.58
Payroll #16	08/05/16	\$ 100,047.55
Payroll #17	08/19/16	\$ 81,447.88
Refund #8	August	\$ 858.00
Total of Warrants		\$ 487,918.16

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 8, 8A, 8B, 8C, 8D, 8E, Payroll 16 and 17 and Refund #8 in the amount of \$487,918.16. 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 stated that he and Executive Director Christina Ferraro met with the Finance Committee. There was discussion about Real Estate taxes. Staff is proceeding with the Budget process.

**Attorney's Report**

**Legal Matters** – Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro highlighted the following:

- She is working on info and technology at GMRC. She is extremely happy with the managed IT company. The Park District is moving forward with network enhancements.

**Administrative / Operational Summary (continued)**

- She, Julie and Edlyn have been reviewing and updating the Employee Personnel Manual.
- A Marketing Coordinator has been hired and will start on 10/10/16.
- The Park District will continue with the Comprehensive Master Plan.
- Speer Financial will be attending the October 2016 Regular Board Meeting and will be discussing bid interest on bonds.
- Staff will be working on a “fall clean-up” in November. A Resolution for disposal will be placed on the November agenda.
- Staff is working on the 2017 Budget with a goal to have approval in December.
- A semi-annual review of the Executive session meeting minutes will be scheduled in October.
- Christina will be attending the NRPA conference in St. Louis in October.
- She asked if there were any Commissioners attending and has registered for the IAPD Gala.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Staff RecTrac training started this past Monday. Two more weeks of training are scheduled; one week in October and the other week in November. All the PDRMA onsite visits have been completed. The PDRMA review deadline is November 4<sup>th</sup>. Refunds related to the closure of the whirlpool to patrons have been issued.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks and Facilities Dino Squiers also reported the removal of the plumbing in the whirlpool room has begun. The School Street Park renovation project is almost complete. The Parks Department was able to complete two Parks renovations this year. Commissioner Malouf inquired again about converting the steam rooms into saunas. Dino informed him the cost for Engineering to do this type of conversion would start around \$20,000.

**Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp discussed the high temperatures in July and the rain in August contributed to the loss in revenue.

**Superintendent of Greens** – No report.

**Administrative/Operational Updates** – There were none.

**Committees of the Board**

**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 – Commissioner Malouf reported the he and Marc Heidkamp have started talking about other facilities that are owned and operated by Park Districts. They have started looking at the budget process and have started putting together a business plan.

**Committees of the Board (continued)**

**Personnel & Planning Committee:** Chairman Bob Loranger, Sub Chair Vicki Carney – No Commissioner Loranger reported their Committee has started talking about plans to get more patrons to come to the Park District.

**Policy & Procedure Committee:** Chairman Terry Curtis, Sub Chair Karl Jackson – No report.

**Committees of the Board (continued)**

**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**

There was none.

**Unfinished/Ongoing Business****Recommendation to obtain construction budget for Somerset Park project**

Commissioner Jones provided a little background about the proposed Capstone project. Executive Director Christina Ferraro met with Pastor Krueg of Our Redeemer Lutheran Church last week to discuss Somerset Park. She explained to the Board how an actual budget is necessary to plan to move forward with this project. She obtained quotes from four companies to review the McMillion design and develop a cost estimate/budget for Somerset Park. She is recommending accepting the proposal from Strand Associates.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to accept the proposal from Strand Associates to review the McMillion design and develop a cost estimate/budget for Somerset Park at a cost not to exceed \$500. 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.

**New Business****Northwest Special Recreation Association 2017 Assessment Resolution**

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to adopt the Northwest Special Recreation Association 2017 Assessment Resolution 09.20.2016 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.

**Recommendation to lease new fleet of golf carts**

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to enter into a new lease agreement with Wintrust Capital to finance new golf carts for the total cost of \$450,808.00 and \$700.00 for documentation fees. The motion was unanimously approved by a roll call vote.

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

Nays: None

**New Business (continued)**

Absent: Commissioner Jackson

The motion carried.

**Recess into Executive Session**

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf 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 8:16 p.m. The

**Recess into Executive Session (continued)**

motion was unanimously approved with a voice vote with one absent (Commissioner Jackson).  
The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:55 p.m. During Executive Session Personnel was discussed.

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

There was none.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:57 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_  
M. Malouf, Prospect Heights Park District Secretary