

**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, OCTOBER 17, 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
Karl Jackson (arrived at 7:10 p.m.)
Tim Jones
Eric Kirste
Bob Loranger

Commissioners absent:

Vicki Carney

Also Present:

Christina Ferraro – Executive Director
Dino Squiers – Superintendent of Parks & Facilities
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Doug Brazeau – PGA Golf Professional
Laura Fudala - Supervisor of Recreation
Marci Glinski – Supervisor of Recreation
Olivia Shapley - Supervisor of Recreation
Erin Pell – Ancel Glink

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 Curtis and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioner Carney, Jackson). The motion carried.

Correspondence

Executive Director Christina Ferraro reviewed the following correspondences which were included in the Board packet:

- A. IAPD Credentials Certificate letter
- B. Speer Financial, Inc. letter
- C. SLSF letter 9/18/17
- D. Planning Zoning Public Hearing 10/26/17
- E. Letter to Editor 10/2/17

Recognition/Welcome

Nil Patel of PHWYBS, Dave Phillips of Speer Financial Inc, Marce Berrigan of Creekside Condo, CJ Berrigan of Creekside Condo, Julie Melino of Creekside Condo, Ganislaw Wroblewski of Creekside Condo, Mr and Mrs Peter Toresi of Creekside Condo and Joseph Rovetto of Creekside Condo were in attendance.

Public Comment

Nil Patel of PHWYBS was in attendance. He informed the Board that he along with other members of the PHWYBS met with Staff and discussed improving the baseball and softball fields at Lions Field and McDonald Field. The meeting discussed regrading infields with a higher end infield mix and building concrete dugouts. Nil estimates the project to cost about \$15,000. This item will be placed on the November Board Meeting Agenda for further discussion and approval.

Commissioner Karl Jackson arrived at 7:10 p.m.

Presentation**Golf Course Food & Beverage Analysis**

Mike Holtzman with Profitable Food Facilities (PFF) was in attendance via conference call. Mike reviewed the process of PFF's Golf Course Food & Beverage Analysis: reviewed existing, toured golf course and clubhouse, spoke with Board members, spoke with OOC Director of Golf Operations Marc Heidkamp and PGA Golf Professional Doug Brazeau, and provided coaching with owner of Midori Banquets (current food & beverage vendor). After discussing PFF's analysis, Mike discussed four options: 1) keep current vendor, 2) find another vendor, 3) self-manage/keep in-house or 4) a hybrid option. The Board was asked to review these options and send any questions they may have to Christina. There will be continued discussion about this item at a Special Committee of the Whole Meeting which will be scheduled for early November 2017.

Approval of Minutes**Regular Board Meeting – September 19, 2017**

A motion was made by Commissioner Kirste and seconded by Commissioner Curtis to approve the September 19, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 11/14/17 at 7 pm at GMRC.

Park District Treasurer's Report**Cash Report #10**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(8,803.93)
Mt Pros State	Vendor	#90001503			\$	(48,471.48)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	716,748.45
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	24,003.03
Mt Pros State	Cash Reserves	#90001545			\$	351,000.07
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	3,606,342.00
Totals					\$	4,645,818.14

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #10 dated October 17, 2017 in the amount of \$4,645,818.14. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Park District Treasurer's Report (continued)**Approval of Warrants for Payment**

Vendor #9		\$	64,000.76
Vendor #9A		\$	25,932.19
Vendor #9B		\$	23,828.23
Vendor #9C		\$	32,335.20
Vendor #9D	Electronic	\$	16,152.32
Payroll #18	09/01/17	\$	65,739.19
Payroll #19	09/15/17	\$	63,459.23
Payroll #20	09/29/17	\$	64,214.63
Refund #9	September	\$	2,759.00
Total of Warrants		\$	358,420.75

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 9, 9A, 9B, 9C, 9D, Payroll 18, 19, 20 and Refund #9 in the amount of \$358,420.75. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Carney

The motion carried.

New Business**Series 2017 General Obligation Limited Tax Park Bonds**

Dave Phillips, Speer Financial Inc. was present at the meeting. Dave discussed the Series 2017 General Obligation Limited Tax Park Bonds. The low bid was received from Glenview State Bank, Mount Prospect, Illinois.

A motion was made by Commissioner Jones and seconded by Commissioner Jackson to name Commissioner Eric Kirste Treasurer Protem for the October 17, 2017 Regular Board Meeting. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

• Acceptance of Low Bid

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept the low bid from Glenview State Bank, Mount Prospect, Illinois. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Carney

The motion carried.

• Adoption of Bond Ordinance 10.17.17

An Ordinance providing for the issue of approximately \$576,885 General Obligation Limited Tax Park Bonds, Series 2017, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, and for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adopt an Ordinance providing for the issue of approximately \$576,885 General Obligation Limited Tax Park Bonds, Series 2017, for the payment of land for parks, for the building, maintaining,

New Business (continued)

improving and protecting of the same and the existing land and facilities of the District, and for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Carney

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted.

Attorney's Report

Legal Matters – There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also provided an update about IT related projects. The antennas for better cell usage were installed. There is ongoing work being completed for 4G internet connection/coverage at GMRC. The scrolling marquee on Camp McDonald and Elm Street near McDonald Field has been repaired. The Park District will be holding off on Capital Fund 518 IT switches project until 2018. Christina also reported that the Nature Preserve looks wonderful. The Master Plan Report will be ready for next month's Board Meeting.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso informed the Board that the Prospect Heights Public Library District will be installing a Storyboard along path of the Nature Preserve. She provided examples of what the Story Walk Boards would look like. The Library plans to change out the stories about three times a year and will fund this project.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers provided an overview of the meeting between Park Staff and PHWYBS.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp commented that Golf is financially a little ahead of last year. He anticipates closing the golf course, depending on the weather, around the third week of November.

Superintendent of Greens – as submitted.

Administrative/Operational Updates

• **Department 08 Performing Arts** – Supervisor of Recreation Marci Glinski reported that this is the first year Performing Arts was split from Dance Programs. She provided an overview of the department and reported the department had a successful summer.

• **Department 09 Concessions** - Supervisor of Recreation Marci Glinski reported this department was split from Special Events. She provided an overview of the department. This summer Concessions had set open and close hours. She plans to improve in 2018 the promotion of Camp lunches.

• **Department 10 Aquatics** - Supervisor of Recreation Olivia Shapley reported Aquatics had a good year with a great team of Staff. The three year comparison with the difference in pool pass revenue is due to the reduction in prices this year. The pool pass rates were reduced this year to be competitive with other area Park District rates.

• **Department 14 Camp** - Supervisor of Recreation Laura Fudala reported Camp had approximately 400 participants between the traditions Camps and Performing Arts Camp this summer. They had a successful last day of camp festivities with inflatable activities, water games and an all camp talent show. She plans to change the Camp structure in 2018 to 9 weeks of camp and a final week of camp "Last Hoorah".

Committees of the Board - No report.

Unfinished/Ongoing Business

Comprehensive Master Plan Update

Executive Director Christina Ferraro reported that the written report will be included for discussion at the November Board Meeting.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro will schedule a Special Committee of the Whole meeting for early November to continue the Food, Beverage & Banquet Service at Old Orchard Country Club discussion.

Park District Logo Discussion

Commissioner Jones discussed tabling this item until the November Regular Board Meeting.

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 Personnel (Section 2(c) (1)) and Litigation (Section 2(c) (11)) at 8:30 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Carney). The motion carried.

Reconvene to Open Session

Open session reconvened at 8:31 p.m. During Executive Session Personnel and Impending Litigation were 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 Jackson to adjourn the Regular Board Meeting at 8:52 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary