

**MINUTES OF THE 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 17, 2019**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste (arrived at 7:23 p.m.)

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Edlyn Castil – Admin. Asst./Recording Secretary
Marc Heidkamp – Director of Golf Operations
Annette Curtis – Superintendent of Finance & Planning

Commissioners absent:

None

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Pledge of Allegiance

Commissioner Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

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

Correspondence

None

Recognition/Welcome

None

Public Comment

None

Approval of Minutes

Committee of the Whole – August 27, 2019

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to approve the August 27, 2019 Committee of the Whole Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Commissioner Jackson) and one absent (Commissioner Kirste). The motion carried.

Approval of Minutes (continued)**Regular Board Meeting – August 27, 2019**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to approve the August 27, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Commissioner Jackson) and one absent (Commissioner Kirste). The motion carried.

Announcements (Meetings)

The Board approved rescheduling the 2019 October Regular Board Meeting from October 22 to October 29. The meeting will be held on Tuesday, October 29, 2019 at 7 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,358.65
Mt Pros State	General/Sweep		\$	1,112,904.20
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	22,293.03
Mt Pros State	Cash Reserves		\$	353,104.36
Mt Pros State	Investment		\$	3,049,574.74
			Totals	\$ 4,542,234.98

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #9 dated September 17, 2019 in the amount of \$4,542,234.98. The motion was approved with a voice vote with one absent (Commissioner Kirste). The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to accept Warrants for payment as submitted for Vendor Warrants #8, 8A, and Payroll 16, 17, 18 in the amount of \$313,526.07. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioners Kirste

The motion carried.

Superintendent of Finance and Planning Report

Superintendent of Finance & Planning Annette Curtis reviewed the financial report noting the report included in the packet is in a different format. And requested board member feedback for next month. Annette requested Board members complete their 2018 financial audit surveys. She and the auditors are working on finalizing the 2018 financial audit.

Annette is working with Staff on the 2020 Budget to enter budget information directly into the Incode financial software. A Finance Committee meeting is scheduled on November 19, 2019 where Annette will present the proposed FY 2020 Budget draft with a final presentation on December 13, 2019 and anticipated approval at the January 2020 board meeting.

Attorney's Report

None. The Attorney will attend the October 29, 2019 board meeting.

Commissioner Kirste arrived at 7:23 p.m.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported meeting with NRC to review requests for 2020 and evaluate 2019. Christina is evaluating the Park District's organizational chart and may add a part-time Accounting Clerk position and full time Food & Beverage Operations Manager.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the new bus arrived last week. She distributed the current Active Adults Newsletter. Julie reported that the first Grandparents Day Tea Party was successfully held at OCCC with nice turnout. She highlighted the letter received from Marlo Peterson which was included in the board packet.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported due to good weather staff was able to paint pool. Contractors evaluated Claire Lane Park to resurface the court. Parks Forman Doug Ransdell met with the Garden Club member Ann Johnson regarding garden club resuming the maintenance of the raised flower bed at Izaak Walton Park.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp reported the electronic sign was installed with training scheduled for next week. One cooler went down and required repairs. Marc reported the golf course is in excellent shape. OCCC will be hosting the high school regionals in the next couple weeks. OCCC had about 100 people attend the Bears vs Packers football game event. OCCC acquired several outings due to nearby golf courses being flooded.

Christina explained the power transformer requires replacement. The total anticipated project cost \$250,000. The Park District will contract an electrical engineering firm to oversee the project from compiling the RFP, interviewing vendors and overseeing the project to completion.

Unfinished/Ongoing Business**Lexington Homes**

Commissioner Tim Jones discussed the Lexington Homes project which includes acquiring less than three acres of Muir Park. Should the District agree to this proposal several action steps are required: IDNR's release of its claim on the property from the OSLAD grant is required; IDNR requires the District obtain suitable substitute land of equal or greater value elsewhere in the district and put the covenant on that property. Once IDNR approves the sale, the District must hold a public meeting and acquire new plat of survey and appraisal of property. The property is then auctioned and sold to highest bidder. The Board agrees this requires more discussion and suitable substitute land of equal or greater value may be a challenge to find in this community. Tabled to next meeting.

Proposed Video Gaming at OCCC

Executive Director Christina Ferraro is waiting for the Village of Mount Prospect to place this item on their agenda. Tabled to next meeting.

Board Vacancy Update

Commissioner Tim Jones reported that the Board interviewed two candidates.

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to appoint Betty Cloud to the Prospect Heights Park District Board of Commissioners for the remainder of former Commissioner Loranger's term. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Unfinished/Ongoing Business (continued)

Feasibility Study

Executive Director Christina Ferraro reviewed the Feasibility Study process and a discussion was held regarding required program space. Staff will meet to discuss further and report at the next meeting.

New Business

Investment Proposal

Superintendent of Finance & Planning Annette Curtis provided background related to the District's bank accounts at Mt Prospect State Bank. The discussion was held regarding laddering CDs. Annette will evaluate the District's short- and long-term cash flow needs and move monies from the investment account to CD's using a laddered approach to ensure necessary cash flow. Tabled to next meeting.

Check Signing Authority Procedure

Superintendent of Finance & Planning Annette Curtis proposed changing the check signing procedure allowing Christina & Annette signing authority for checks \$2,500 or less. Tabled to next meeting.

Proposal to Eliminate Imprest Account

Superintendent of Finance & Planning Annette Curtis proposed eliminating the Imprest account which was used as a bridge between petty cash and vendor checks. This item was tabled to next meeting.

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 8:38 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary