

**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, OCTOBER 29, 2019**

**Call to Order**

**Roll Call**

Terry Curtis 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  
Tim Jones (*arrived at 7:07 p.m.*)  
Eric Kirste

**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:**

Karl Jackson

A quorum was present.

**Pledge of Allegiance**

The Color Guard from Boy Scout Troop 468 conducted a flag ceremony. The Pledge of Allegiance was led by Terry Curtis.

**Corrections/Additions/Approval of Agenda**

Commissioner Curtis requested to move Agenda Item XIV. D. Ordinance 10.29.2019 to after Item VI and Agenda Item XIII. Unfinished/Ongoing Business A. Lexington Homes to after Item VI.

A motion was made by Commissioner Avery and seconded by Commissioner Carney to approve the agenda as amended. The motion was approved with a voice vote with two Commissioners absent (Jones, Jackson). The motion carried.

**Induction**

Betty Cloud was administered the Oath of Office by Attorney James Rock. Betty was appointed by the Park Board to serve former Commissioner Bob Loranger's term as Prospect Heights Park District Park Board Commissioner until the next Consolidated Election in 2021.

*Tim Jones arrived 7:07 p.m.*

**Correspondence**

Correspondence was received from SLSF Women's Golf Outing and Harper LCC.

**Recognition/Welcome**

Boy Scout Troop 468, Attorney James Rock, Ancel Glink, Dan Forbes, Speer Financial, Inc., Anthony Cervini, CPA, CFE, Partner, Sikich LLP, Tom Burney, Attorney for Lexington Homes and Nate Wynsma, Lexington Homes were in attendance.

**Public Comment**

None

**Presentations****Proposed Bond Issuance Speer Financial, Inc.**

Dan Forbes of Speer Financial, Inc. reported that four bids were received for the annual rollover bonds with the lowest bid received from Mount Prospect State Bank at 1.7%.

**New Business**

**Ordinance 10.29.2019 providing for the issue of \$600,790 General Obligation Limited Tax Park Bonds, Series 2019, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park 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 Avery and seconded by Commissioner Carney to adopt Ordinance 10.29.2019 providing for the issue of approximately \$600,790 General Obligation Limited Tax Park Bonds, Series 2019, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park 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 approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

**Presentations (continued)****2018 Sikich LLP Audit Presentation/Approval**

Anthony Cervini of Sikich LLP presented the Prospect Heights Park District Comprehensive Annual Financial Report Year Ended December 31, 2018.

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept the Prospect Heights Park District Comprehensive Annual Financial Report Year Ended December 31, 2018 as submitted. The motion was approved with a voice vote with one Commissioner absent (Jackson). The motion carried.

**Unfinished/Ongoing Business****Lexington Homes**

There was continued discussion about the proposed Lexington Homes development.

**Approval of Minutes****Regular Board Meeting – September 17, 2019**

A motion was made by Commissioner Kirste and seconded by Commissioner Curtis to approve the September 17, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Cloud) and one absent (Jackson). The motion carried.

**Announcements (Meetings)**

The next regular board meeting will be held on Tuesday, November 19, 2019 at 7 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	\$	(6,234.64)
Mt Pros State	Vendor	Sweep Acct.	\$	(48,356.44)
Mt Pros State	Imprest		\$	3,407.55
Mt Pros State	General/Sweep		\$	1,115,716.07
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	24,013.03
Mt Pros State	Cash Reserves		\$	353,220.45
Mt Pros State	Investment		\$	3,051,646.78
			Totals	\$ 4,493,412.80

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #10 dated October 29, 2019 in the amount of \$4,493,412.80. The motion was approved with a voice vote with one abstain (Cloud) and one absent (Jackson). The motion carried.

**Approval of Warrants for Payment**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants #9, 9A, and Payroll 19, 20 in the amount of \$32,587.12. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Cloud

Absent: Commissioner Jackson

The motion carried.

**Superintendent of Finance and Planning Report**

Superintendent of Finance & Planning Annette Curtis reported that the Staff's work is completed for the annual CAFR. The Finance Committee held a meeting. The Budget timeline has been adjusted with a presentation of the proposed 2020 Budget to the Finance Committee scheduled on 12/10/19, presentation to the Board on 12/17/19 and approval at the January 2020 board meeting.

**Attorney's Report**

None

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also reported that the Rotary Club of River Cities donated \$8,500 for permanent signage for the StoryWalk® located at the Nature Preserve. The unveiling of the permanent signage is scheduled for 11/9/19 at 1pm. All were invited to attend. The Park District Arts Showcase is being held on the same day at GMRC. The Natural Resources Commission will be doing a presentation at the next regular board meeting. Christina explained there is still continued discussion related to a proposed cell tower lease. Attorney James Rock provided a little background information related to the property by the Golf Grounds Garage. An electrical engineer is working with staff to develop an RFP for the ComEd Power transformer. The OCCC Bar & Grill will be open from 11 am to 2 pm stating 11/1 through Thanksgiving and then the hours of operation will be reevaluated. A new position for a Food & beverage Operations Manager is being added.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso reported that the Park District completed all annual drills, the new Winter/Spring 2019/2020 brochure will be coming out on 11/7/19, and due to the popularity of Pickleball, an additional day has been added.

**Administrative/Operational Summary (continued)**

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported that Parks Forman Doug Ransdell met with the Garden Club last month regarding Izaak Walton. The area was cleaned up very well. Dino is trying to complete the court project at Claire Lane while the weather still allows for it.

**Director of Golf Operations** – as submitted. Director of Golf Marc Heidkamp reported golf shop sales and equipment did very well. Staff is preparing the golf course for the winter.

**Unfinished/Ongoing Business****Investment Proposal**

Superintendent of Finance & Planning Annette Curtis reported that the Finance Committee Meeting was very productive. She discussed their recommendations.

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Investment Proposal as submitted. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**Check Signing Authority Procedure and Proposal to Eliminate Imprest Account**

Superintendent of Finance & Planning Annette Curtis reviewed the procedures and recommendation for the Check Signing Authority Procedure and the proposed elimination of the Imprest account. The board adopted the recommendation dated 10/29/19 in memo from Superintendent of Finance and Planning to Executive Director to update the procedure manual to include these changes.

A motion was made by Commissioner Carney and seconded by Commissioner Avery to adopt the Check Signing Authority Procedure and elimination of the Imprest account as part of the Procedure annual to include these changes. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**Proposed Video Gaming at OCCC**

Executive Director Christina Ferraro reported she is waiting to hear from the Village of Mount Prospect to see if this item will be placed on their November 2019 agenda.

**Feasibility Study**

This item was tabled. Staff will meet with Williams Architect on 12/5/19 to discuss program spaces.

**New Business****Approval of Prospect Heights Natural Resources Prescribed Burns**

Executive Director Christina Ferraro discussed the Natural Resources Commission's request for approval to conduct prescribed burns to manage natural areas as they pertain to the Prospect Heights Park District in November depending upon weather.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve Prospect Heights Natural Resources prescribed burns. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**IAPD Credentials Certificate**

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to adopt the IAPD Credentials Certificate naming Christina Ferraro as Delegate and Annette Curtis as 1<sup>st</sup> Alternate. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

**New Business (continued)**

**Approval of Gaming Provider License**

Executive Director Christina Ferraro discussed that the Park District has been approached to host gaming sessions at OOC.

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to approve a Gaming Provider License to host events at OOC. The motion was approved with a voice vote with one absent (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 8:57 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