

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 587 344 836 PASSWORD: 019355
TUESDAY, APRIL 14, 2020**

Call to Order

Roll Call

Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

Commissioners present:

Ellen Avery

Vicki Carney

Betty Cloud

Terry Curtis (arrived at 7:42 p.m.)

Karl Jackson

Tim Jones

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:

None

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to approve the agenda as submitted. The motion unanimously approved with a voice vote. The motion carried.

Correspondence

The Park District received an IAPD PowerPlay Grant Award Letter awarding the District \$1,000 for the aftercare sports program.

Recognition/Welcome

Tom Diehl of GreenPlay, LLC, and Frank Parisi, Tom Poulos, Anna Szybowski of Williams Architects was in attendance.

Public Comment

None

Special Presentation

Tom Diehl of GreenPlay, LLC and Frank Parisi of Williams Architects provided an overview and key issues of the Feasibility Study. Three conceptual plans were reviewed. Superintendent of Finance and Planning Annette Curtis discussed the option of going out for a bond referendum and what the potential impact on an average household would be. There was discussion about the process and timeframe for this proposed project.

Approval of Minutes

Public Hearing Meeting – January 28, 2020

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to approve the January 28, 2020 Public Hearing Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Approval of Minutes (continued)**Regular Board Meeting – January 28, 2020**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve the January 28, 2020 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Acceptance of Minutes**Finance Committee Meeting - November 19, 2019**

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to accept the November 19, 2019 Finance Committee Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Finance Committee Meeting - December 10, 2019

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the December 10, 2019 Finance Committee Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Announcements (Meetings)

The next regular board meeting will be a virtual meeting and will be held on April 28, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #2**

Mt Pros State	Payroll	Sweep Acct.	\$	(4,941.46)
Mt Pros State	Vendor	Sweep Acct.	\$	(116,630.30)
Mt Pros State	General/Sweep		\$	359,471.50
Mt Pros State	ATM		\$	26,633.03
Mt Pros State	Investment		\$	2,459,601.29
CD Investment			\$	354,333.12
		Totals	\$	3,078,467.18

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #2 dated February 25, 2020 in the amount of \$3,078,467.18. The motion was approved with a voice vote with one absent (Commissioner Curtis). The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants #1, 1A, and Payroll 1, 2, and 3 in the amount of \$450,313.83. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis

The motion carried.

Park District Treasurer's Report (continued)**Cash Report #3**

Mt Pros State	Payroll	Sweep Acct.	\$	(4,109.45)
Mt Pros State	Vendor	Sweep Acct.	\$	(60,595.86)
Mt Pros State	General/Sweep		\$	460,934.81
Mt Pros State	ATM		\$	26,433.03
Mt Pros State	Investment		\$	2,461,267.91
CD Investment			\$	354,333.12
			Totals	\$ 3,238,263.56

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #3 dated March 31, 2020 in the amount of \$3,238,263.56. The motion was approved with a voice vote with one absent (Commissioner Curtis). 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 #2, 2A, and Payroll 4, 5 in the amount of \$332,366.52. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis

The motion carried.

Commissioner Curtis arrived at 7:42 p.m.

Superintendent of Finance and Planning Report

As submitted. Superintendent of Finance and Planning Annette Curtis also stated that the Audit presentation will be held in the May 2020 Board Meeting. She discussed the proposed Budget timeline with Staff presentation to the Executive Director in July 2020, presentation to the Finance Committee on December 8, 2020, presentation to the Board on December 15, 2020, and Budget approval in January 2021. Annette reported that Staff has looked at lost revenue through May 1. They have extended memberships, rescheduled rentals and banquet event dates. District will have to amend budget for unemployment because it will be over budget.

Attorney's Report

None

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported staff has done a great job with things changing every day. Staff has been working on protocols for when we reopen regards to operations and PPE. The OOC electric project bid has been extended to May. A walk through was held and ten firms were in attendance. Staff is working on the implementation of Paycor HRIS/Payroll system and telephone project. There was discussion about canceling the annual Block Party due to the pandemic.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Rec Team put together a drive by bunny event and had over 250 cars come through. The event was well received by the community. Staff held their first virtual Preschool classes this past Monday and Tuesday via Zoom.

Administrative/Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported Staff has been cleaning the building and completing projects that have been waiting and plan to start cutting the grass in all parks next week.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp also reported that OOC started an online raffle campaign and they are working on putting together policy manuals.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business**Lexington Homes: Muir Park subcommittee**

Commissioner Jones reported that an appraisal for the vacant 27,549 square feet land parcel adjacent to Muir Park property was received.

New Business**Approval of the Unclaimed Property Policy**

Superintendent of Finance and Planning Annette Curtis explained that the policy was reviewed by the Finance Committee. She explained examples of unclaimed property.

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to approve the Unclaimed Property Policy as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Approval of Memorandum of Understanding with PHYBS

A motion was made by Commissioner Jackson and seconded by Commissioner Cloud to approve a Memorandum of Understanding with PHYBS as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

IMRF Resolution 04.14.2020 to Allow Benefit Protection Leave

Executive Director Christina Ferraro discussed that part time staff was furloughed. There was a discussion about the IMF Benefit Protection Leave. A member on an authorized IMRF Benefit Protection Leave will be afforded IMRF death and disability protection if, before the leave period begins, the member has at least one year of contributing service and form filed with IMRF.

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to adopt IMRF Resolution 04.14.2020 to Allow Benefit Protection Leave. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

New Business (continued)

A motion was made by Commissioner Avery and seconded by Commissioner Jackson to amend Resolution 04.20.2020 to read Resolution 04.14.2020. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

A motion was made by Commissioner Avery and seconded by Commissioner Carney to adopt Resolution 04.14.2020 as amended. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 8:47 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