

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 939 4985 4515 PASSWORD: 616871
TUESDAY, MAY 26, 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
Karl Jackson
Tim Jones
Eric Kirste

Also Present:

Christina Ferraro – Executive Director
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 Kirste and seconded by Commissioner Jackson to approve the agenda as submitted. The motion unanimously approved with a voice vote. The motion carried.

Correspondence

Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2018

Guests

Anthony Cervini, CPA, CFE, Partner, Sikich LLP was in attendance.

Public Comment

None

Special Presentation

2019 Sikich LLP Financial Audit Presentation/Approval

Anthony Cervini, CPA, CFE, Partner, Sikich LLP presented the Comprehensive Annual Financial Report year ended December 31, 2019.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to accept the Comprehensive Annual Financial Report year ended December 31, 2019 as presented. 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.

Special Presentation (continued)

Anthony Cervini highlighted the Auditor's Communication to the Board of Park Commissioners and Management. Superintendent of Finance and Planning Annette Curtis thanked Anthony and staff at Sikich.

Approval of Minutes**Regular Board Meeting – April 14, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the April 14, 2020 Public Hearing 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 June 23, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #4**

Mt Pros State	Payroll	Sweep Acct.	\$	(2,618.99)
Mt Pros State	Vendor	Sweep Acct.	\$	(19,569.91)
Mt Pros State	General/Sweep		\$	1,122,367.33
Mt Pros State	ATM		\$	26,853.03
Mt Pros State	Investment		\$	2,464,482.09
CD Investment			\$	354,333.12
Totals			\$	3,945,846.67

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #4 dated May 26, 2020 in the amount of \$3,945,846.67. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept Warrants for payment as submitted for Vendor Warrants #4, 4A, and Payroll 8, 9 in the amount of \$305,043.40. 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.

Superintendent of Finance and Planning Report

As submitted. Superintendent of Finance and Planning Annette Curtis included the 2019 Income Statements for informational purposes.

Attorney's Report

None

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported the firm the park district worked with on the EPA remediation regarding the Grounds/Maintenance project did not complete the work. The firm will do so at no cost to the park district and close out the file. Edlyn has processed the second payroll with the new payroll vendor Paycor. Comcast finished the phone installation at GMRC and OCCC. The phone installation at Grounds will be completed

Administrative/Operational Summary (continued)

this week. The Dharma Drum Mountain Buddhist Association Chicago Chapter, located in Wheeling, IL donated 2,000 face masks to the District.

Superintendent of Recreation – as submitted. Executive Director Christina Ferraro reported that recreation staff has done a tremendous job on virtual programs. Virtual programs are being well received. The park district is accepting online program registrations. Looking for boards support regarding summer camp etc. Executive Director Christina Ferraro commended Julie for all her efforts with the infectious disease preparedness plan.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported there has been a lot of rain and thankfully there hasn't been any flooding. Dino currently is working with half of the amount of staff as in the past due to COVID and sending freeze and everyone is pitching in.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp also reported the golf course managed to dodge the weather. The golf course is up to capacity. Executive Director Christina Ferraro reported the golf course has exceeded our expectations for the month and commended the staff for all their efforts.

Recreation Supervisors – as submitted.

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

Commissioner Tim Jones reported he has placed this project on hold due to the pandemic. The focus at this time is on the park district, programming and serving the community. Executive Director Christina Ferraro commented that the park district received an email from a neighbor of Muir Park asking about the work being done in the park and she explained it was Lexington doing soil borings.

Feasibility Study

Executive Director Christina Ferraro commented that a draft plan was presented last month. There was no feedback received from board or staff. Greenplay is finalizing a report. Christina is recommending to form a taskforce with two board members and three to five community members to analyze the study and make a recommendation to the board. Any interested Commissioners were asked to email their interest to Christina and Tim.

New Business**COVID-19 Operations**

- **Operations, Financial & Economic Impact** - Christina summarized how COVID-19 has affected the park district.
- **Lions Pool Summer 2020** – Staff voiced many concerns with screening upon entry to the pool and social distancing measures due to COVID. Swim Team conference has been cancelled. Staff recommends to not open pool this summer. Commissioner Tim Jones commented that there was a large loss of revenue last year and with all restrictions this year we may lose twice the amount lost last year. There was continued discussion and the Board was in consensus to not open the pool this summer.

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to accept the Executive Director's recommendation to not open the pool this summer season. The motion was unanimously approved with a voice vote. The motion carried.

New Business (continued)

- **Summer Camp 2020** - Staff is trying to plan summer camp with restrictions during Phase 3. Staff is recommending to offer an abbreviated summer camp which includes six camps and before and after care from July 6, 2020 to August 13, 2020 (Phase 4) with some restrictions. Commissioner Cloud asked if camp could go longer in August. Christina is discussing with the School District 23 when they will open, research the need to go longer in August and discuss how many staff would be available. At this time, the park district is accepting online registrations and placing participants on a waitlist until decisions were made about camps and dates. There was continued discussion. The Board was in consensus to offer a revised summer camp which includes six camps and before and after care from July 6, 2020 to August 13, 2020.

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to accept the Executive Director's recommendation to offer a revised summer camp from July 6, 2020 to August 13, 2020 as presented. The motion was unanimously approved with a voice vote. The motion carried.

Adoption of Tax Abatement Ordinance 05.26.2020

Superintendent of Finance and Planning Annette Curtis explained that the proposed ordinance is yearly abatement giving direction to the county to not levy taxes for the Series 2014B Bonds which are alternate revenue bonds.

A motion was made by Commissioner Jones and seconded by Commissioner Carney to adopt Ordinance 05.26.2020 an Ordinance abating the tax heretofore levied for the year 2019 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois. 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.

Contract award to Ashburn Power & Light, Inc. to upgrade the electrical system at the golf course \$255,955

Executive Director Christina Ferraro provided the background of the electrical upgrade project. Three formal bids were accepted and opened on May 6. Staff initially recommended to defer the project to FY2021. However, since the golf course food and beverage is closed to the public right now, the timing would be better if the project was completed now rather than in 2021. Staff recommended to accept the lowest bid and move forward with the project this year.

A motion was made by Commissioner Cloud and seconded by Commissioner Curtis to award the contract to Ashburn Power & Light, Inc. and authorize the Executive Director to execute a contract for the upgrade to the electrical system at the golf course \$256,000.00. 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)

Park District Appointments June 2020-May 2021

• **Representative to NWSRA Board: Christina Ferraro**

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to appoint Christina Ferraro as the Representative to NWSRA Board. The motion unanimously approved with a voice vote. The motion carried.

• **Recording Secretary – Edlyn Castil**

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to appoint Edlyn Castil as the Recording Secretary to the Park Board. The motion unanimously approved with a voice vote. The motion carried.

• **Approve Legal Counsel – Ancel Glink**

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to appoint Ancel Glink as Legal Counsel to the Park. The motion unanimously approved with a voice vote. The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:52 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