

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
VIRTUAL MEETING  
ZOOM MEETING ID: 944 6063 2254 Password: 658064  
TUESDAY, JUNE 23, 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  
Tim Jones  
Eric Kirste

Also Present:

Christina Ferraro – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Marc Heidkamp – Director of Golf Operations  
Annette Curtis – Superintendent of Finance & Planning  
Edlyn Castil – Admin Services Mgr./Recording Secretary

Commissioners absent:

Terry Curtis  
Karl Jackson

A quorum was present.

**Corrections/Additions/Approval of Agenda**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

The motion carried.

**Correspondence**

There were none.

**Recognition/Welcome**

There were none.

**Public Comment**

There were none.

**Approval of Minutes**

**Regular Board Meeting – May 26, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the May 26, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**Announcements (Meetings)**

The next regular board meeting will be held on July 21, 2020 7:00 p.m.

**Park District Treasurer's Report****Cash Report #5**

Mt Pros State	Payroll	Sweep Acct.	\$	(1,353.94)
Mt Pros State	Vendor	Sweep Acct.	\$	(28,049.88)
Mt Pros State	General/Sweep		\$	935,376.11
Mt Pros State	ATM		\$	26,513.00
Mt Pros State	Investment		\$	2,466,098.14
CD Investment			\$	355,640.09
Totals			\$	3,754,223.52

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #5 dated June 23, 2020 in the amount of \$3,754,223.52.

The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**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 #5, 5A, and Payroll 10, 11 in the amount of \$198,171.11. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**Superintendent of Finance and Planning Report**

As submitted. Superintendent of Finance and Planning Annette Curtis also commented that the property tax is coming in, staff has done a great job with managing expenses and Golf Income Statements are more cash basis.

**Attorney's Report**

There was none.

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also provided an update about the OOC Grounds garage property.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso commented that it was nice to see the dance participants last week return for the Spring makeup dance classes. Summer Camp will start on July 6.

**Superintendent of Facilities and Parks** – as submitted. Executive Director Christina Ferraro reported that staff was working on removing graffiti at the Izzak Walton shelter.

**Director of Golf Operations** – as submitted. Director of Golf Marc Heidkamp commented that some restrictions for golf have been released.

**Administrative/Operational Summary (continued)**

**Recreation Supervisors** – as submitted.

**Unfinished/Ongoing Business****Lexington Home Project**

Executive Director Christina Ferraro commented that there's a neighborhood meeting scheduled tonight from 6:30pm-7:30pm and a Prospect Heights PZBA hearing on Thursday 6/25/20. There was a discussion about forming a subcommittee. Commissioner Avery volunteered to be on the subcommittee.

**GMRC Feasibility Study**

Commissioners Ellen Avery and Betty Cloud have volunteered to be on the GMRC Feasibility Study Committee. Executive Director Christina Ferraro will be contacting the public members who are interested in being involved on this committee.

**New Business****Return to the workplace after COVID19 policy**

Commissioners Avery and Carney reviewed the proposed policy and recommended for the board to approve the policy.

A motion was made by Avery and seconded by Commissioner Cloud to approve the Return to the workplace after COVID-19 policy as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**Replacement electronic message center**

A motion was made by Carney and seconded by Commissioner Kirste to accept the proposal from Signs of Distinction, Inc. and approve the purchase of the electronic message center at a cost not to exceed \$28,500 to be equally divided between the Prospect Heights Park District and Prospect Heights Public Library District. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**Declaration of Board Vacancy**

Commissioner Jones informed the board that Commissioner Curtis will be moving out of the Park District and that would leave an opening on the board. The board is looking to appoint someone to that open position to serve on the board through April. The open position would be placed on the April 2021 Consolidated Election ballot to serve a 2-year term. The open position will be posted on the park district website and social media, and a press release will be issued.

**Election of Park Board Officers**

Park Board President

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to open the nominations for 2020 - 2021 Park Board President. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**New Business (continued)**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to nominate Commissioner Tim Jones Board President.

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste  
Nays: None  
Abstain: None  
Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Carney and seconded by Commissioner Avery to name Commissioner Tim Jones by acclimation Park Board President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste  
Nays: None  
Abstain: None  
Absent: Commissioner Curtis, Jackson

**Park Board Vice President**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to open the nominations for 2020 - 2021 Park Board Vice President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste  
Nays: None  
Abstain: None  
Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to nominate Commissioner Eric Kirste Board Vice President.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board Vice President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste  
Nays: None  
Abstain: None  
Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Avery and seconded by Commissioner Carney to name Commissioner Eric Kirste by acclimation Park Board Vice President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste  
Nays: None  
Abstain: None  
Absent: Commissioner Curtis, Jackson

**Park Board Treasurer**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to open the nominations for 2020 - 2021 Park Board Treasurer. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste  
Nays: None  
Abstain: None

**New Business (continued)**

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Jones and seconded by Commissioner Kirste to nominate Commissioner Vicki Carney Board Treasurer.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board Treasurer. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to name Commissioner Vicki Carney by acclamation Park Board Treasurer. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**Park Board Secretary**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to open the nominations for 2020 - 2021 Park Board Secretary. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to nominate Commissioner Ellen Avery Park Board Secretary.

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board Secretary. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to name Commissioner Ellen Avery by acclamation Park Board Secretary. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

**New Business (continued)**

**Committees of the Board**

Commissioner Jones led the discussion about the various Committees of the Board and which Commissioners were on each Committee.

A motion was made by Commissioner Jones and seconded by Commissioner Cloud to appoint the following Commissioners to the following Park District Committees:

Finance Committee:	Vicki Carney, Eric Kirste
Personnel and Planning Committee:	Vicki Carney, Ellen Avery
Policy and Procedure Committee:	Ellen Avery, Betty Cloud
Recreation Facilities, Parks & Maintenance Committee:	Tim Jones
Recreation Programs & Resident Relations Committee:	Eric Kirste, Betty Cloud,
OOCC Programs, Facilities, Grounds & Maintenance Committee:	Karl Jackson, Tim Jones

**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 7:58 p.m. The motion was approved by a roll call vote.

Ayes:	Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays:	None
Abstain:	None
Absent:	Commissioner Curtis, Jackson

Respectfully Submitted,  
Edlyn Castil, Recording Secretary

Secretary: \_\_\_\_\_  
Ellen Avery, Prospect Heights Park District Secretary