

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 938 8025 5738 PASSWORD: 622996
TUESDAY, AUGUST 25, 2020**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Betty Cloud
Tim Jones

Also Present:

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

Commissioners absent:

Karl Jackson
Eric Kirste

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Correspondence

There were none.

Recognition/Welcome

Tom Burney, Attorney for Lexington Homes and Jill Moskal were in attendance.

Public Comment

There were none.

Approval of Minutes

Regular Board Meeting – July 21, 2020

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to approve the July 21, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Acceptance of Minutes**Finance Committee Meeting – April 1, 2020**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the April 1, 2020 Finance Committee Meeting Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on September 22, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #7**

Mt Pros State	Payroll	Sweep Acct.	\$	(3,717.97)
Mt Pros State	Vendor	Sweep Acct.	\$	(88,631.30)
Mt Pros State	General/Sweep		\$	1,313,277.69
Mt Pros State	ATM		\$	26,173.00
Mt Pros State	Investment		\$	2,469,387.37
CD Investment			\$	355,640.09
Totals			\$	4,072,128.88

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #7 dated August 25, 2020 in the amount of \$4,072,128.88.

The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

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 #7, 7A, and Payroll 14, 15, 16 in the amount of \$461,262.85. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Superintendent of Finance and Planning Report

As submitted.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported electrical upgrade project will be starting after Labor Day. We are in the final stages of completing the Grounds parcel of land deed project. Staff will then continue to work on the cellphone tower lease and EPA project. Christina, Julie and Jeanette will be meeting with the two residents regarding the ad hoc Art walk. More information to follow.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported there are 17 families registered for the City of Prospect Heights Everyone Counts Drive-in Concert event scheduled for Saturday, August 29. The attendance at the fitness center since the reopening has been about 10-15 people a day.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported that the skylight project has been completed.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business**GMRC Feasibility Study**

Executive Director Christina Ferraro reported that the park district received the draft report from Greenplay. The Task Force will be meeting next week. The Task Force will consist of two board members and five residents. More information to follow.

Lexington Home Project: proposal for landscape architect services for potential Muir Park plan development

Executive Director Christina Ferraro reported the park district has contracted with JSD Landscape Architect to create two potential designs to develop the Muir Park parcel. The board was in favor of Christina moving forward with landscape architect services.

Board Member Vacancy

Commissioner Jones reported they received information from two applicants. There was discussion about interviews with each candidate. Jones will coordinate with the Executive Director.

Recess into Executive Session

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Section 2(c) (5) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired and Section 2(c) (6) the setting of a price for sale or lease of property owned by the public body at 7:18 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Reconvene to Open Session

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to reconvene open session at 8:06 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

New Business**Consideration of Agreement for exchange of land at/adjacent to Muir Park**

During executive session, there was discussion of the parameters of the purchase agreement to be discussed with the park district's legal counsel; the subcommittee will discuss with Lexington Homes and review preliminary designs from the landscape architect.

Resolution NWSRA 2021 Assessment

A motion was made by Commissioner Carney and seconded by Commissioner Cloud adopt the Resolution NWSRA 2021 Assessment. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Application for ITEP Grant for bike path renovations

Superintendent of Finance & Planning Annette Curtis provided background information and the scope of the ITEP Grant application.

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to submit an application for ITEP Grant for bike path renovations. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Approval of Intergovernmental Agreement between the Prospect Heights Library District and the Prospect Heights Park District for the Joint Purchase, Operation and Maintenance of an Electronic Message Center

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to approve an Intergovernmental Agreement between the Prospect Heights Library District and the Prospect Heights Park District for the Joint Purchase, Operation and Maintenance of an Electronic Message Center. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

New Business (continued)

Approval of Financial auditing services

Superintendent of Finance & Planning Annette Curtis released a request for proposal to eight firms and three proposals were received. Staff recommendation is for Sikich LLP to provide the financial auditing services at a cost not to exceed \$43,490 with a three-year term and option for a two-year extension. The Finance Committee is in agreement with the recommendation and the board is in favor of accepting Sikich LLP's proposal.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Carney to adjourn the Regular Board Meeting at 8:21 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary