

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 934 0210 7962 PASSWORD: 766996
TUESDAY, DECEMBER 15, 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
Karl Jackson
Tim Jones
Eric Kirste

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:

None

A quorum was present.

Corrections/Additions/Approval of Agenda

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

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Recognition/Welcome

Commissioner Jones welcomed the participants who were virtually in attendance.

Correspondence

There were none.

Presentation: Muir Park Refined Concept by JSD Inc.

Executive Director Christina Ferraro presented a refined Muir Park conceptual plan designed by JSD Inc. The proposed Muir Park plan is merely a concept to illustrate what the park can potentially look like and what the cost range may be for sake of discussion with the Board, Lexington and the public. The conceptual plan has the same amenities as it currently does. Muir Park was last developed about 22 years ago with an OSLAD grant. The proposed design includes keeping the field as is, with an addition of player seating, backstop, spectator seating, a soccer field, open play area, walking path with connectivity to Pleasant Run Park, 31 shared parking spaces and landscape. The cost would be approximately \$500,000.

Commissioner Cloud suggested two pickleball courts be considered in the proposed plan design. Commissioner Jones stated that the subcommittee requested a baseline plan: a fixed point of reference for comparison purposes in regards to dollars and design. He is in favor of a phased approach with development over a few years. He noted that Lexington's 69-unit plan proposes shared parking lot onto the Muir Park property.

Public Comment

There were none.

Approval of Minutes**Regular Board Meeting – November 17, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the November 17, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Acceptance of Minutes**Finance Committee Meeting – November 3, 2020**

A motion was made by Commissioner Carney and seconded by Commissioner Kirste accept the November 3, 2020 Finance Committee Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on January 26, 2021 7:00 p.m.

Park District Treasurer's Report**Cash Report #11**

Payroll	Checking/sweep	\$	(272.56)
Vendor	Checking/sweep	\$	(67,472.59)
General/Sweep	Checking	\$	1,253,920.00
ATM	Checking	\$	26,853.03
Investment	Checking	\$	2,472,556.55
CD Investment	Maturity 1.8.2021	\$	358,327.02
	Totals	\$	4,043,911.45

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #12 dated December 15, 2020 in the amount of \$4,043,911.45. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

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 #11, 11A, and Payroll 23, 24

in the amount of \$792,670.67. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, 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 stated there was a correction with the scheduled dates for the 2020 Audit. The 2020 Audit will begin March 1, 2021 and will be presented to the Board at the April 2021 board meeting.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro is looking forward to 2021. She wished everyone a happy holiday and thanked the park district staff for all they've done this past year to get through the pandemic.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the park district will be participating in the holiday caravan along with the police and fire department on December 23rd.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business

Consideration of Agreement for Exchange of Land at/adjacent to Muir Park

Deferred to Executive Session.

New Business

Proposed 2021 Board Meeting Schedule

A motion was made by Commissioner Cloud and seconded by Commissioner Jackson to approve the 2021 Board Meeting Schedule as presented. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Memorandum of Understanding Prospect Heights Parks Foundation

Superintendent of Finance and Planning Annette Curtis reported that the inaugural Foundation Board held their first meeting on October 28th. The Foundation Board approved the Articles of Incorporation, Bylaws, and Memo of Understanding between the Foundation and the Park Board. The Memo of Understanding provides guidance and structure between the two organizations. Staff and the Personnel & Planning Committee are recommending approval.

A motion was made by Commissioner Avery and seconded by Commissioner Carney to approve the Memorandum of Understanding Prospect Heights Parks Foundation. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jackson, Jones, Kirste
Nays: None
Abstain: None
Absent: None
The motion carried.

Proposed FY2021 Budget

Superintendent of Finance and Planning Annette Curtis presented to the board the FY2021 Budget presentation which included the Finance Committee's recommendation

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to approve the proposed FY2021 Budget. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jackson, Jones, Kirste
Nays: None
Abstain: None
Absent: None
The motion carried.

Adopt Tax Levy Ordinance 12.15.2020 FY2021

Superintendent of Finance and Planning Annette Curtis presented the Tax Levy Ordinance 12.15.2020 FY2021. The tax levy amount is for \$3,007,488 to be utilized for general park purposes, recreation program and maintenance. Staff is recommending board approval.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to adopt the Tax Levy Ordinance 12.15.2020 FY2021. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jackson, Jones, Kirste
Nays: None
Abstain: None
Absent: None
The motion carried.

Adopt Tax Levy Resolution 12.15.2020

Superintendent of Finance and Planning Annette presented the Tax Levy Resolution 12.15.2020. Staff is recommending for the board to adopt the resolution.

A motion was made by Commissioner Cloud and seconded by Commissioner Jackson to adopt Tax Levy Resolution 12.15.2020. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jackson, Jones, Kirste
Nays: None
Abstain: None
Absent: None
The motion carried.

New Business (continued)

Adopt Executive Director Employment Agreement Resolution 12.15.2020A

Item tabled until after Executive Session.

Committees of the Board

There were no reports.

Recess into Executive Session

A motion was made by Commissioner Cloud and seconded by Commissioner Avery 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 Personnel (Section 2(c) (1) and Land Acquisition (Section 2(c) (5/6)) at 7:50 p.m. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Reconvene to Open Session

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to reconvene open session at 9:20 p.m.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

During Executive Session personnel and land acquisition were discussed. No action will be taken under land acquisition.

New Business (continued)

Adopt Executive Director Employment Agreement Resolution 12.15.2020A

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to adopt Executive Director Employment Agreement Resolution 12.15.2020A. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Carney and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 9:23 p.m. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary