

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, DECEMBER 17, 2019**

Call to Order

Roll Call

Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:04 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Betty Cloud
Terry Curtis
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 Cloud and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

PDRMA Employee Wellness Grant

The Park District was awarded a \$1,000 grant from PDRMA for their proposal for the *Wellness Wednesdays* program. Part of the grant award was used to purchase aluminum water bottles for the employee health initiative program.

Recognition/Welcome

None

Public Comment

None

Approval of Minutes

Regular Board Meeting – November 19, 2019

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to approve the November 19, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on Tuesday, January 28, 2020 at 7 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #12**

Mt Pros State	Payroll	Sweep Acct.	\$	(2,912.36)
Mt Pros State	Vendor	Sweep Acct.	\$	(47,502.00)
Mt Pros State	Imprest		\$	2,218.06
Mt Pros State	General/Sweep		\$	819,366.00
Mt Pros State	ATM		\$	17,113.03
Mt Pros State	Cash Reserves		\$	-
Mt Pros State	Investment		\$	2,456,317.31
CD Investment			\$	353,000.00
			Totals	\$ 3,597,600.04

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #12 dated December 17, 2019 in the amount of \$3,597,600.04. The motion was approved with a unanimous 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 #11, 11A, and Payroll 23, 24 in the amount of \$287,208.75. 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.

Attorney's Report

None

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported Lexington Homes is paying Ancel Glink directly for time billed related to proposed development. The Muir Park (Tim Jones and Terry Curtis) met regarding the proposed development met and reviewed all aspects of the project. Commissioner Jones, requested Park Board members submit questions or concerns about the project to him to compile the information and there will be continued discussion at the next board meeting. Christina also reported that an offer has been extended to an individual for the Food & Beverage Operations Manager and she should hear a response shortly.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the Michelle Brennan & Kathy DeCoursey are job sharing the Registrar position and it is going well. Michelle is also working as the part-time Accounting Clerk in Administration. Julie reported signage has been posted and postcards were distributed to help promote the Park District's Preschool program. Entertainment for the 2020 Block Party has been secured.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported Staff is wrapping up projects at the GMRC classrooms.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp reported that the Brunch with Santa event went well.

Administrative/Operational Summary (continued)

Recreation Supervisors – as submitted. Moving forward, Staff will reformat how the total membership for the Fitness Center is reported.

Unfinished/Ongoing Business**Lexington Homes**

Commissioner Jones will distribute information to the Commissioners this week.

Feasibility Study

Staff met with Frank of Williams Architects and had a discussion related to the Park District property and now has a better understanding with what the Park District we can do on the property. There will be continued discussion at the regular board meeting in March 2020.

New Business**Proposed 2020 Board Meeting Schedule**

Executive Director Christina Ferraro reviewed the proposed 2020 Regular Board Meeting dates. There are three proposed dates, 3/31/20, 11/12/20 and 12/15/20, that are not the fourth Tuesday of the month due to the timing of holidays and budget deadlines.

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept the 2020 Regular Board Meeting Schedule as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Proposed FY2020 Budget

Annette provided a presentation and reviewed the proposed FY2020 Budget which included the four major funds – Major Funds, Minor Funds, Capital Funds and Debt Funds. The Board thanked Annette and Staff for their work with compiling the FY2020 Budget and approved for its 30-day public display.

Adopt Tax Levy Ordinance 12.17.2019

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adopt Tax Levy Ordinance 12.17.2019. 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.

Property Tax Extension Resolution 12.17.2019

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Property Tax Extension Resolution 12.17.2019. 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.

Adjournment

With no further business to discuss, a motion was made by Commissioner Carney and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 7:59 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