

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
OLD ORCHARD COUNTRY CLUB  
700 RAND ROAD, MOUNT PROSPECT, IL 60056  
TUESDAY, DECEMBER 14, 2021**

**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: | Also Present:  |
| Ellen Avery            | Christina Ferraro – Executive Director                             |
| Betty Cloud            | Julie Caporusso – Superintendent of Recreation                     |
| Paul Fries             | Dino Squiers – Superintendent of Facilities & Parks                |
| Tim Jones              | Annette Curtis – Superintendent of Finance & Planning              |
| Eric Kirste            | Marc Heidkamp – Director of Golf                                   |
| Steve Messer           | Edlyn Castil – Administrative Services Manager/Recording Secretary |

Commissioners absent  
Karl Jackson

A quorum was present.

**Corrections/Additions/Approval of Agenda**

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

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer  
Nays: None  
Abstain: None  
Absent: Commissioner Jackson

The motion carried.

**Recognition/Welcome**

Nate Wynsma of Lexington Homes, Frank Parisi of Williams Architect and Laura L. Payne, Ph.D., Professor and Director, Office of Recreation and Park Resources (ORPR) University of Illinois at Urbana-Champaign-Department of Recreation, Sport and Tourism virtually in attendance.

**Presentation**

Laura L. Payne, Ph.D., Professor and Director, Office of Recreation and Park Resources (ORPR) University of Illinois at Urbana-Champaign - Department of Recreation, Sport and Tourism presented the results of the community-wide survey to assess the PHPD residents' opinions regarding plans to replace/renovate the outdoor pool and/or recreation center. The comprehensive written report will be presented to the board at a later time. The Lions Pool was last updated in 1966 and is about 45 years old. Pools have an average 25-30 year life expectancy. Lions Pool is reaching the end of its useful mechanical and structural lifespan. Both the pool and recreation center need updating or replacing to meet resident recreation, leisure and wellness needs and preferences. Resident support to finance these proposed projects is needed to either renovate/expand or replace these facilities.

**Presentation (continued)**

There were 4,030 households randomly drawn out of 5,900 households. There were 711 valid responses received. The respondents

- support replacement of the pool
- prefer the recreation center expanded and renovated
- have a strong desire for an indoor track added to the recreation center
- have support for both facility renovations/expansions and replacement however unsure of funding

Commissioner Avery questioned the pool usage and the support of the replacement of the pool per the survey results. The final report will be sent to Christina for the board to “accept”.

Superintendent of Finance & Planning Annette Curtis presented the proposed FY2022 Budget. Annette highlighted the following:

- The projected year-end fund balance is \$5.1 million.
- The amount requested for the tax levy is \$3.1million (a 4.82% increase over the 2020 extension). This is a first time in a long time that operations revenue is budgeted to exceed property tax revenue. The food and beverage operations is contributing to the larger operations revenue.
- The district has collected 97% of the extension and 99% of budget. There is one more distribution prior to December 31.
- 2021 goals met included the introduction of a purchasing card, OSLAD grant application for East Wedgewood Park. For 2022, the Recreation Center feasibility process will continue through the spring. If the board decides to move forward, dollars are budgeted to support a educational campaign for a referendum. Foundation support and support for NRC initiatives are also included.
- Overall Recreation Fund has a budget surplus of \$135,000. Covid is still impacting participation numbers. Some areas have seen an increase but numbers are still lagging behind per Covid. To support Recreation, property tax allocation has increased by 9% or \$63K.
- Break down by department: During 2021, virtual programming and E-learning continued for the first part of the year. Camp and pool operations occurred during the summer; senior trips started in the fall. Participation numbers slowly continue to increase.
- Overall Golf Fund has a projected surplus of \$446,000. After many years the golf fund balance will be positive and in compliance with the fund balance policy. 2021 budget included a transfer from Corporate to golf capital. Because of the net surplus, a \$70,000 transfer will be between golf and golf capital. The 2022 budget is projecting a net surplus of \$325,000 allowing for a \$240,000 transfer to golf capital.
- Each year the district is managing 3 bond issuances. For 2022, it is series 2014B, 2021 and 2022. Debt Service is collected through property taxes to make the principal and interest payment for series 2021. Series 2022 proceeds are used to make the principal and one interest payment on series 2014B \$460,000. Any remaining proceeds are used to fund capital. For 2022, the estimated capital funding totals \$195,000.
- At 12.31.2022, the district will have two outstanding bonds. 2014B which will mature 2034, and series 2022 which will mature in 2023. In addition to the bonds, the district has two long-term capital leases for golf carts and equipment. The cart lease will end June of 2022, the equipment lease will end in 2023.
- Capital Fund 518 includes proceeds from grants - Urban & Community Forestry Grant of \$11000, and OSLAD for East Wedgewood of \$274,000. The OSLAD grants have not been awarded yet, but we are hopeful.

- Minimum Wage will be increasing to \$12 an hour on January 1. Salary and wages are paid through payroll. Overall increase of 17% over 2021 budget includes minimum wage increase, 2 new positions, and more staffing than 2021.

**Presentation (continued)**

- District partners with 3 agencies and works with the natural Resource Commission, all of which impact the budget.
- The district is a member of PDRMA or Park District Risk Management Association which is a self-governed risk pool owned and controlled by members. Premiums are decreasing by \$7K due to a decrease in operating expenditures, which correlate to a decrease with our exposure and a multi-program discount. For 2022 PPO rates are decreasing by 1% and moving to BlueCross BlueShield coverage, and HMO is increasing by 4.9% and remaining with BlueCross
- IMRF is a Defined Benefit Plan. It is funded via three avenues. Employee contributions are a fixed rate of 4.5%, Employer contributions are a variable rate plus investment returns.
- PHPD partners with NWSRA to provide access to recreation for everyone. Annually member districts are assessed a fee to support NWSRA based on a formula that includes EAV and population. For 2021, that amount is \$78,000.
- PHPD is supporting NRC with continued restoration work throughout the parks. NRC will again share the knowledge with camp participants. \$1,000 has been allocated for programming supplies.

The proposed Budget Ordinance will be posted on the park district’s website for 30 days

Executive Director Christina Ferraro thanked Annette Curtis on behalf of the Park District board and staff for her years of service to the park district and wished her well in her new position at Des Plaines Park District.

**Public Comment**

There was none.

**Consent Agenda**

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

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Announcements (Meetings)**

The next regular Board Meeting will be held on January 25, 2022 at 7:00 p.m. at Gary Morava Recreation Center.

**Attorney’s Report**

None

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported the Prospect Heights holiday tree lighting went well.

**Superintendent of Finance and Planning** – as submitted.

**Superintendent of Recreation** – as submitted.

**Superintendent of Facilities and Parks** – as submitted.  
**Director of Golf Operations** – as submitted.  
**Recreation Supervisors** – as submitted.

**Committees of the Board**

No new reports.

**Unfinished/Ongoing Business**

**Approval of Lexington Purchase and Sale Agreement**

This item was deferred to after Executive Session.

**Approval of Kate Tully recommendation regarding a mural at Old Orchard Country Club**

Commissioner Cloud discussed the recommendation to place the OOC logo on the exterior wall by the front entrance (mural or wrought iron design) to welcome guests to the building and identify the building. Director of Golf Marc Heidkamp does not feel this would be impactful to the golf operation and dollars may be better utilized for capital repairs such as parking lot resurfacing or other needed building repairs. There will be continued discussion.

**Approval of Lions Park tennis courts repair**

Superintendent Dino Squiers reported traditionally every four to six years, tennis courts should be resurfaced with a fresh acrylic surfacing system. Many of the problems these courts develop as they age are cracking, foundation issues and water management issues. The Lions tennis courts will continue to settle and crack because a substantial portion of Lions Park is adjacent to the creek and there are poor soils, flooding, and subsurface drainage issues. There are drain tiles underneath the courts. Due to these issues, Lions Park tennis courts require resurfacing every two or three years. Unfortunately, this is not feasible with budget constraints and other pending capital projects. These courts were last resurfaced in 2016 although they have been patched several times since.

Realizing there are structural problems, reconstruction of Lions tennis courts may be a long-term solution but not practical as it is located within the 100-year regulatory floodplain and adjacent to the creek. With the ongoing feasibility study, one option with the renovation of the GMRC included the elimination of three tennis courts. With current foundation problems and the suggested elimination, perhaps evaluating other park sites to construct new courts is an option at this time.

Three companies were onsite to evaluate the tennis courts. Tentatively there is \$50,000 for tennis court repairs in the budget. There will be continued to discussion in Spring 2022.

A motion was made by Commissioner Messer and seconded by Commissioner Avery to authorize tennis court repairs at the Gary Morava Recreation Center not to exceed \$50,000 for FY2022. The motion was approved by a roll call vote.

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

Nays: Commissioner Fries

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**New Business**

**Approval of interfund transfers FY2021**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to authorize transfer between individual funds as indicated below:

2021 PROPOSED TRANSFERS

|                      |          |
|----------------------|----------|
| From F300 Golf       | (70,000) |
| To F523 Golf Capital | 70,000   |

|                          |           |
|--------------------------|-----------|
| From F613 2021 G.O. Bond | (620,725) |
| To F518 Park Capital     | 169,125   |
| To F608 2014B Alt. Bond  | 451,600   |

|                          |           |
|--------------------------|-----------|
| From F613 2021 G.O. Bond | (620,725) |
| To F518 Park Capital     | (169,125) |

|                  |         |
|------------------|---------|
| From F409 Museum | (4,050) |
| To F412 Memorial | 4,050   |

The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Approval of 2022 Board Meeting Schedule**

A motion was made by Commissioner Messer and seconded by Commissioner Cloud to approve the 2022 Board Meeting Schedule as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Adopt Tax Levy Ordinance 12.14.2021**

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Tax Levy Ordinance 12.14.2021 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Adopt Tax Levy Resolution 12.14.2021**

A motion was made by Commissioner Avery and seconded by Commissioner Fries to adopt Tax Levy Resolution 12.14.2021 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Approval to renew Executive Director employment agreement through January 2023 on the same terms and conditions**

This item was deferred to after Executive Session.

**Commissioners Comments**

There were none.

**Recess Into Executive Session**

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to recess into Executive Session at 8:49 p.m. In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of 2(c)6 – setting price for District property sale or lease and 2(c)1 - personnel. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Reconvene Open Session**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to reconvene open session at 9:31 pm in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of 2(c)6 – setting price for District property sale or lease and 2(c)1 – personnel. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Action as a Result of the Executive Session**

During Executive Session, 2(c)6 – setting price for District property sale or lease and 2(c)1 – personnel was discussed.

**Approval of Lexington Purchase and Sale Agreement**

A motion was made by Commissioner Messer and seconded by Commissioner Cloud to approve the terms of the proposed purchase and sale agreement between Prospect Heights Park District and Lexington Homes LLC, to exchange land currently part of Muir Park, subject to final approval by the Executive Director and Park District Attorney of the agreement, exhibits and contract wording. The motion was approved by a roll call vote.

Ayes: Commissioners Cloud, Jones, Kirste, Messer

Nays: Commissioners Avery, Fries

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Approval to renew Executive Director employment agreement through January 2023 on the same terms and conditions**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the renewal of the Executive Director employment agreement through January 2023 on the same terms and conditions and receive a 5% increase in compensation for FY2022. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 9:33 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Respectfully Submitted,  
Edlyn Castil, Administrative Services Manager/Recording Secretary

Secretary: \_\_\_\_\_  
Elizabeth "Betty" Cloud, Prospect Heights Park District Secretary