

**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 13, 2022**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:03 p.m.

Commissioners present: Also Present:

Ellen Avery	Christina Ferraro – Executive Director
Betty Cloud	Shawn Hughes – Superintendent of Finance, HR & IT
Paul Fries	Ray Doerner - Superintendent of Recreation
Tim Jones	Dino Squiers – Superintendent of Facilities & Parks
Eric Kirste	Edlyn Castil – Marketing & Communications Manager/Recording Secretary
	Marc Heidkamp – Director of Golf

Commissioners absent:

Karl Jackson
Steve Messer

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve the agenda as submitted. The motion was approved by a voice vote with two absent (Commissioners Jackson and Messer). The motion carried.

Correspondence

There was none.

Recognition/Welcome

None

Presentation

Shawn Hughes, Superintendent of Finance, HR and IT presented the Proposed FY2023 Budget. Shawn highlighted the following:

- The projected fund balance as of January 1, 2023, is \$4,992,581
- The proposed net surplus in 2023 is \$232,139.
- Overall Recreation Fund has a projected budget deficit of \$1,178 primarily due to concessions, aquatics, events, fitness; there was a discussion about the aquatics department budget deficit of \$127,631 for 2023 and the budgeted transfer from camp.

- Overall Golf Fund has a projected surplus of \$80,574 which includes a \$310,000 transfer to golf capital. Golf capital expenditures are anticipated to be fully funded by Fund 300 in 2023 by this transfer.
- The Minor Funds have a combined predicted deficit for 2023. The largest contributor to the negative balance is the Special Recreation fund. The main reason this fund is over is due to \$75,000 budgeted for the ADA portion for East Wedgewood Park, which is reimbursable by NWSRA.
- Community Events and the Memorial Fund are the only two minor funds that are not supported by Property Taxes. In previous years, the Memorial Fund had memorial tree planting revenue, but this has been transferred to be a function of the Parks Foundation
- The Social Security and Museum funds have been budgeted to further lower their fund balances for 2023
- The amount requested to be filed with Cook County is \$3,252,316, which is about 7.5% more than the 2021 extension when debt service is excluded
- Property tax is a major player in revenue, representing about 37% of total revenue. It is normally a higher percentage, but the irregular grant and sales revenue budgeted for 2023 lowers the percentage.
- Due to the delay in property tax billings by Cook County, which led to a delay in property tax receipts for taxing agencies, we are expected to have a large receivable amount due from the County at the end of the year.
- As in previous years, the District will be managing three bond issuances. For 2023, it is bonds 2014B, 2022, and 2023. Debt Service funding is collected through property taxes to make the principal and interest payment on Series 2022. Series 2023 proceeds are used to make the principal and one interest payment on series 2014B for \$469,600 in 2023. The remaining proceeds from Series 2023 will be used to fund Capital in Fund 518.
- In 2023, the District will have two outstanding bonds. 2014B which will mature 2034, and series 2023 which will mature in 2024. The cart lease ended in 2022, and the equipment lease will end in 2023. The payments for the carts ended, although the lease agreement ends in 2023, at which time the carts will be purchased for \$1.
- Full-time staff has grown, and one additional position in OOCF F&B is anticipated in 2023. This position, along with budgeted increases, puts Salaries 14% higher in 2023 than in 2022. Additionally, with minimum wage increasing, Wages are budgeted to be 12% higher in 2023 than in 2022.
- PDRMA costs are increasing: 19.75%
- The District's IMRF rate is going down 1.5% to 7.44% of applicable earnings. The anticipated expense for 2023 is 11% lower than what was budgeted in 2022.
- The NWSRA assessed annual fee based upon a formula that includes EAV and population. has been held flat for 2023. Additionally, the 2022 rate was reduced via a rebate on the fourth quarter assessment due.

Public Comment

There were none.

Consent Agenda

Commissioner Kirste asked for a correction to the minutes for the 09/26/22 Committee of the Whole Parks Tour meeting to indicate he was absent.

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the Consent Agenda as corrected. The motion was approved by a roll call vote.
Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioners Jackson, Messer
The motion carried.

Announcements (Meetings)

Regular Board Meeting – January 24, 2023 at 7:00 p.m. at Gary Morava Recreation Center

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported the Muir Park project is scheduled to move forward. She reported that the other park projects for 2023 are moving along. Christina thanked those who attended Mayor Helmer's tree dedication ceremony. Jim DeVos, former park district director passed away and tree will be planted in his memory.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes also reported she is finalizing the proposed budget and preparing for the upcoming annual audit.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported the dancers had a wonderful performance at the Holiday Dance Recital held at SD214. The park district is looking forward to the upcoming Holiday Trolley event scheduled on December 14 & 15.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business

There were none.

New Business

A. Adopt new Code of Conduct 2022

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt the Code of Conduct Policy. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

B. Adopt revised Non-Discrimination and Anti-Harassment Policy

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to adopt revised Non-Discrimination and Anti-Harassment Policy as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

C. Adopt revised Amended and Restated Board of Commissioners Policy and General Practices Manual

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to adopt revised Amended and Restated Board of Commissioners Policy and General Practices Manual. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

D. Approval of interfund transfers FY2022

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve interfund transfers FY2022. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

E. Approval of 2023 Board Meeting Schedule

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the 2023 Board Meeting Schedule. The motion was approved by voice with two absent (Commissioners Jackson and Messer). The motion carried.

F. Adopt Tax Levy Ordinance 12.13.2022

A motion was made by Commissioner Fries and seconded by Commissioner Avery to adopt Tax Levy Ordinance 12.13.2022. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

G. Adopt Tax Levy Resolution 12.13.2022

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Tax Levy Resolution 12.13.2022. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None
Absent: Commissioners Jackson and Messer
The motion carried.

H. Approval to renew Executive Director employment agreement through January 2026

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve renewal of Executive Director employment agreement through January 2026. The motion was approved by a roll call vote.

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

Committees of the Board

Commissioner Jones thanked the Finance Committee for their involvement with Staff with the proposed 2023 Budget and the Policy & Procedures Committee for their collaboration with staff with various policies and procedures.

Commissioners Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 8:26 p.m. The motion was approved by a voice vote with two absent (Commissioners Jackson and Messer). The motion carried.

Respectfully Submitted,
Edlyn Castil, Administrative Services Manager/Recording Secretary
Secretary: _____
Elizabeth "Betty" Cloud, Prospect Heights Park District