

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, AUGUST 22, 2023**

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, Betty Cloud, Paul Fries, Tim Jones, Eric Kirste, Steve Messer (arrived at 7:01 p.m.)

Commissioners absent: Karl Jackson

Also Present: Christina Ferraro – Executive Director, Mark Grassi – Superintendent of Parks & Facilities, Shawn Hughes – Superintendent of Finance, HR & IT, Edlyn Castil – Marketing & Communications Manager/Recording Secretary

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

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

Recognition/Welcome

The Board welcomed resident Jill Moskal and new Superintendent of Parks & Facilities Mark Grassi.

Public Comment

None

Commissioner Steve Messer arrived at 7:01 p.m.

Consent Agenda

Consent Agenda Item A, approval of the Local Efficiency Committee Meeting minutes, was removed from the consent agenda. The Efficiency Committee must initially approve these.

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the Consent Agenda items B.-E. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Consent Agenda (continued)

Absent: Commissioner Jackson

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for September 26, 2023 at 7:00 p.m. at the Gary Morava Recreation Center.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported the first pre-construction meeting was held at Wedgewood Park and construction is anticipated to start in the next few weeks. ComEd moved the line from the pole in the center of the park, but the light has not been repaired yet. The demolition at 214 S. Wheeling Rd. is anticipated after Labor Day. There are no new updates with Muir Park. Christina and Mark Grassi did a walk through at Heron Pond where they are experiencing a water flow issue between the pond and the creek. Per board directive, Gilbane Building Company worked with Williams Architects to review the proposed recreation center conceptual design from the failed referendum to provide the board with several scenarios and projected budgets for the rec center and aquatics center replacement/improvements. These scenarios ranged from safety improvements including ADA compliancy to complete rebuilding. Staff will continue to work with Williams Architects to determine next steps with improvements to the Gary Morava Recreation Center and pool facility and a potential future referendum. Staff will work with Williams on a high-level facility analysis of the pool, preparing conceptual design and related costs for improvements to the pool, validating the recreation center feasibility study findings, and combining the findings of the pool and recreation center conceptual design.

Commissioner Cloud discussed the need for signage by the pickleball courts at Lions Park outlining the “pickleball rules of open play”.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes reported she is gearing up for budgets and scheduling tentative budget meetings. The department continues to work on the ACH project in addition to working on updating the AP processing policy and procedures.

Marketing & Communications Manager – as submitted.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported that the district offered the recreation supervisor position to Panagiotis Zervas. Panagiotis' anticipated start date is August 28. He will be responsible for Athletics, Aquatics and Fitness. The pool closed for the season. Ray will provide statistical data about the pool usage at the next board meeting. The district had good aquatics staffing levels through the end of the season.

Administrative/Operational Summary (continued)

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi is getting acquainted with staff. Mark reported the department is completing typical end of the season maintenance and facility projects including installing new keypads at the entry of both Preschool rooms. Staff are also completing end-of-season maintenance at the parks including adding ADA compliancy mulch to the parks.

Director of Golf Operations – as submitted. Commissioner Avery inquired about the golf statistics reported in the board report. Christina reported there are fewer weddings scheduled than anticipated. Michael Arden, a mechanic in grounds department, will be retiring in September. The district will be hiring for the Superintendent of Grounds position who in turn will hire a mechanic to replace Arden. Christina discussed presenting a 3–5-year food and beverage review.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

There was none.

New Business**Resolution 08.22.2023A NWSRA 2024 Assessment**

A motion was made by Commissioner Cloud and seconded by Commissioner Messer to adopt Resolution 08.22.2023A NWSRA 2024 Assessment 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.

Resolution 08.22.2023B Revised Policy Amendment Electronic Meeting Attendance

A motion was made by Commissioner Avery and seconded by Commissioner Messer to adopt Resolution 08.22.2023B Revised Policy Amendment Electronic Meeting Attendance 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.

Resolution 08.22.2023C Policy Blood, Organ or Bone Marrow Donation Paid Leave

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to adopt Resolution 08.22.2023C Policy Blood, Organ or Bone Marrow Donation Paid Leave as submitted. The motion was approved by a roll call vote.

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

New Business (continued)

Nays: None
Abstain: None
Absent: Commissioner Jackson
The motion carried.

Resolution 08.22.2023D Revised Policy Reimburse Travel, Meal Lodging Expenses

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Resolution 08.22.2023D Revised Policy Reimburse Travel, Meal Lodging Expenses

as submitted. The motion was unanimously approved by a roll call vote.

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

Resolution 08.22.2023E Policy District credit cards Travel, Meal Lodging Expenses

A motion was made by Commissioner Messer and seconded by Commissioner Fries to adopt Resolution 08.22.2023E Policy District credit cards Travel, Meal Lodging Expenses 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.

Tobacco Sales at OCCC

There was a discussion about whether the district should obtain a sales license in order to sell cigars in the OCCC Golf Shop. More information was requested.

PHNRC Drone Usage For Pesticide Application

Superintendent of Parks & Facilities Mark Grassi discussed PHNRC proposal for eradicating invasive species by herbicide via drone. He would like to obtain a little more information directly from Davey Tree Co. before proceeding. The Board was in favor of this process pending Grassi's approval.

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 8:03 p.m. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

Elizabeth "Betty" Cloud, Secretary