

**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, OCTOBER 24, 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, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste

Commissioners absent: Betty Cloud, Steve Messer

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

A quorum was present.

A motion was made by Commissioner Fries and seconded by Commissioner Jackson to appoint Commissioner Ellen Avery as Secretary Pro Tem for the October 24, 2023 Regular Board Meeting. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

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

Correspondence

Correspondence was received from Peter Murphy, IAPD President/CEO Illinois Association of Park Districts recognizing the Prospect Heights Park District as the “Best of the Best” statewide in the “Arts in the Park” category. The recognition will be presented at the October 20th Best of the Best Awards Gala. Correspondence was received from Illinois State Senator Julie Morrison congratulating the district for being named an IAPD “Best of the Best” statewide awardee in the Arts in the Park category.

Recognition/Welcome

Residents, Michael Grassi, Jill Moskal, Denise Hopkins, and Aaron Gold, Vice President, Speer Financial, Inc. were in attendance.

Public Comment

Resident Denise Hopkins asked for a status update on the Lions Park tennis/pickleball courts and whether the north courts would be resurfaced.

Consent Agenda

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

Ayes: Commissioners Avery, Fries, Jones, Kirste

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioners Cloud, Messer

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for November 14, 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 also reported that Ray, Edlyn and she attended IAPD's Best of the Best Gala to receive the Arts in the Park award with Kate Tully and Mara Lovisetto. The Park District Staff is currently working on updating the district code and personnel manual. The Wedgewood Park project is moving along with the demo complete. The next steps will be pavement and concrete. Williams Architect completed an analysis of Lions Pool in addition to providing cost opinions on renovating the recreation center. After reviewing the opinion, District staff is concerned a potentially \$20+ million project will not meet the needs of the community. The new plan does not address the pool or site developments or tennis/pickleball courts or playground and it displaces parks and admin staff. After some discussion, the consensus was to discuss renovating the recreation center again after the 2024 spring election.

Marketing & Communications Manager – as submitted.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes reported she is midst the budget process and working on the tax levy and bonds.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported that staff are in the process of reviewing the district's recreation software and trying to determine if there's a better software that will better serve our customers. Should the district decide to change the recreation software, the change would occur sometime in 2024. Ray reported the percentage of online registrations has increased from 18% in 2019, 43% in 2022, to 52% in 2023. Ray will provide more information by the end of the year.

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi reported they completed a leak detection test in the pool of the

Administrative/Operational Summary (continued)

basin and the contractor will return on October 26 with the results. All monument signs were delivered, and staff will slowly start to install at the parks.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business**Five-Year Review Food and Beverage Operations**

Executive Director Christina Ferraro reviewed the past 5 years of food and beverage operations at Old Orchard Country Club. In 2017, the plan proposed nearly a million in revenue. Although OOCF fell short in revenue, they were in line with expenses with 60+% gross margins. The challenges OOCF face included creating relationships and partnering with event planners, struggling with dated equipment and staffing issues. Moving forward, the district's Marketing & Communications staff will be working with OOCF to improve the golf course's website and social media presence. Commissioner Jones discussed compiling data points that can be reviewed in the spring of 2024.

New Business**Approval of IAPD Credentials Certificate**

A motion was made by Commissioner Jackson and seconded by Commissioner Fries to designate Christina Ferraro to serve as Delegate, Ray Doerner as 1st Alternate and Mark Grassi as 2nd Alternate, to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 27, 2024. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Approval of Ordinance #10.24.2023: "An ordinance providing for the issue of \$669,640 General Obligation Limited Tax Park Bonds, Series 2023, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof."

Aaron Gold, Vice President, Speer Financial, Inc. reported five bids were received and Busey Bank, Mount Prospect, Illinois was the lowest bidder with a rate of 4.37%.

A motion was made by Commissioner Avery and seconded by Commissioner Fries to adopt Ordinance #10.24.2023: "An ordinance providing for the issue of \$669,640 General Obligation Limited Tax Park Bonds, Series 2023, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding bonds of

New Business (continued)

the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.” as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Cloud, Messer

The motion carried.

Committees of the Board

A Finance Committee Meeting will be held in early December.

Commissioners Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Avery to adjourn the Regular Board Meeting at 7:54 p.m. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Ellen Avery, Secretary Pro Tem