

**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, NOVEMBER 14, 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 Kirste and seconded by Commissioner Fries to appoint Commissioner Ellen Avery as Secretary Pro Tem for the November 14, 2023 Regular Board Meeting. The motion was approved by a voice vote with two absent (Commissioners Cloud and Messer). The motion carried.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

There was discussion to correct Agenda Item VI. C. Consent Agenda to read “Approval of Warrants totaling **\$634,590.81** for the period ending October 31, 2023.”

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

Correspondence

There were none.

Recognition/Welcome

Residents, Logan & Matthew Kirste and Jill Moskal, NRC were in attendance.

Public Comment

There were none.

Consent Agenda

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

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

Nays: None

Abstain: None

Absent: Commissioner Cloud, Messer

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for December 12, 2023 at 7:00 p.m. at the Old Orchard Country Club.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. In addition, Executive Director Christina Ferraro reported NRC applied for a state EPA burn permit and approval was delayed for clerical reasons. This item will be presented at next month's regular board meeting. The City has completed the demolition of the property next to Tully Park and the process to transfer the property from the City to the district will begin next month. The City's storm water storage project, which affects Somerset Park, bid opening is now anticipated for July 2024. The district plans to update the 2011 ADA transition plan for GMRC and OOCB in 2024. The annual Prospect Heights Tree Lighting and Santa Visit will be held at the Prospect Heights Park District Gary Morava Recreation Center on Saturday, November 25, 2023.

Marketing & Communications Manager – as submitted.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes also highlighted that the district has started the process of transitioning to a new payroll system.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported there was a great turn out at the Arts Showcase.

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi reported test results indicated leaks in the pool. Results have been submitted for further evaluation to determine where exactly are the leaks in the waterline. Repair work will be done no later than the spring. The Kiwanis Park monument sign is the first park sign to be installed with others to follow.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

There were none.

New Business

Approve Resolution #11.14.2023 Truth in Taxation for Levy Year 2023

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve Resolution #11.14.2023 Truth in Taxation for Levy Year 2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Cloud, Messer

The motion carried.

Approve Partner Resident Agreement with Mount Prospect and River Trails Park Districts

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the Partner Resident Agreement with Mount Prospect and River Trails Park Districts as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Cloud, Messer

The motion carried.

Approve Personnel Manual revisions: employee benefits

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to Approve Personnel Manual revisions: employee benefits as submitted. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Approve Personnel Manual revisions: employee practices and procedures

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve Personnel Manual revisions: employee practices and procedures as submitted. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Committees of the Board

There were no reports.

Commissioners Comments

There were none.

Executive Session

There was none.

Action as a Result of the Executive Session

There was none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:23 p.m. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Ellen Avery, Secretary Pro Tem