

**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 12, 2023**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, Steve Messer

Commissioners absent: None

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, Sean Lee – Superintendent of Golf, Pam Nauert – Events Coordinator

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve the agenda as submitted. The motion was unanimously approved by a voice vote. The motion carried.

Correspondence

There were none.

Recognition/Welcome

Executive Director Christina Ferraro recognized Commissioners Tim Jones and Karl Jackson for their 10-year Anniversary serving the Park District and Community as park district board members.

Chistina introduce Sean Lee, Superintendent of Grounds and Pam Nauert, Events Coordinator.

Residents, Logan and Matthew Kirste were in attendance.

Presentation

Superintendent of Finance, HR and IT Shawn Hughes presented the Proposed FY2024 Budget. Shawn discussed the amount the park district was projected to end the year with, reviewed the Minor Funds and the Tax Levy. The Corporate Fund is proposing to transfer \$2,200,000 to Capital Fund 518. Shawn reviewed the Major Fund and Debt Services. She also reviewed affiliations with PDRMA, IMRF, NWSRA and NRC.

Presentation (continued)

Commissioner Cloud inquired about scheduled 2024 bookings at OOC. There was also discussion about developing a plan for the pickleball courts by March 2024.

Public Comment

There were 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, Jackson, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: None

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for January 23, 2024 at 7:00 p.m. at the Gary Morava Recreation Center.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. In addition, Executive Director Christina Ferraro reported the Prospect Heights Lions Club is celebrating their 70th Anniversary in 2024. The park district is planning to honor them throughout the year and if any Commissioners have any ideas, they would like to share to please contact Christina. The Wedgewood project continues to make good progress. The Prospect Heights Tree Lighting and Santa Visit held at the park district went well and was well attended.

Marketing & Communications Manager – as submitted. Marketing and Communications Manager Edlyn Castil encouraged the board to participate in the park district's Holiday House Decorating Contest and vote for their favorite house on Facebook. There are about fifteen homes entered in the contest.

Superintendent of Finance, HR and IT – as submitted.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported staff completed their review of several rec software and are recommending changing software to CivicPlus with a go live date in late July/early August 2024. The park district will be participating in the City's Santa & Friends on December 22. Commissioner Cloud inquired about how the two-tiered registration dates have gone over.

Administrative/Operational Summary (continued)

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi reported staff is repainting the interior doors of GMRC and new monument signs are being installed. Mark is working on an RFP for the gym floors which will include repainting lines and adding pickleball lines. He is also putting together a 2024 safety training schedule for the district.

Director of Golf Operations – as submitted. Superintendent of Golf Sean Lee was in attendance and provided a recap of his Golf Grounds report.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

There were none.

New Business

Approval of annual interfund transfers FY2023

A motion was made by Commissioner Messer and seconded by Commissioner Jackson to approve the annual interfund transfers FY2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Approval of 2024 Board Meeting Schedule

A motion was made by Commissioner Fries and seconded by Commissioner Avery to approve the 2024 Board Meeting Schedule as submitted. The motion was unanimously approved by a voice vote. The motion carried.

Adopt Tax Levy Ordinance 12.13.2023

A motion was made by Commissioner Cloud and seconded by Commissioner Messer to adopt Resolution #12.13.2023 Tax Levy Ordinance 12.13.2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Adopt Tax Levy Resolution 12.13.2023

A motion was made by Commissioner Kirste and seconded by Commissioner Jackson to adopt Tax Levy Resolution 12.13.2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Approval of NRC prescribed burns 2023/24

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve NRC prescribed burns 2023/24 as submitted. The motion was unanimously approved by a voice vote. The motion carried.

Approval of property transfer request from the City of Prospect Heights Ordinance 12.13.2023A

A motion was made by Commissioner Messer and seconded by Commissioner Fries to approve the property transfer request from the City of Prospect Heights Ordinance 12.13.2023A as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Avery

Absent: None

The motion carried.

Committees of the Board

There were no reports.

Commissioners Comments

There were none.

Executive Session

A motion was made by Commissioner Avery and seconded by Commissioner Messer to recess into Executive Session of 5 ILCS 120/ Open Meetings Act. Section 2 (c) (1) for the purpose of personnel at 8:14 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Action as a Result of the Executive Session

During the Executive Session, the Executive Director's compensation was discussed.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to increase Executive Director's pay by six percent and no other changes to contract. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Avery

Absent: None

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 8:38 p.m. The motion was unanimously approved by a voice. The motion carried.

Betty Cloud, Secretary