

**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, FEBRUARY 27, 2024**

**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 physically present: Ellen Avery, Betty Cloud, Paul Fries, Karl Jackson, Tim Jones. Commissioner Eric Kirste present by video conference

Commissioners absent: 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, Sean Lee – Superintendent of Golf, Edlyn Castil – Marketing & Communications Manager/Recording Secretary

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Commissioner Jones reported that Commissioner Kirste submitted a request at least 24 hours prior to the scheduled meeting to attend and participate in this meeting from a remote location via telephone, video, or internet connection, due to one of the permitted statutory requirements. A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve Commissioner Kirste to attend the Board meeting remotely by video conference. The motion was approved by a voice vote with two absent (Commissioner Kirste, Messer). The motion carried.

*Commissioner Kirste arrived by video conference at 7:07 p.m.*

**Corrections/Additions/Approval of Agenda**

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

**Recognition/Welcome**

Resident Jake Schreiner was in attendance.

**Correspondence**

A thank you email was received from Dana Sievertson of the Prospect Heights Natural Resources Commission thanking the board for their support of the Commission. The District also received a PZBA public hearing notice related to a variation and reduction of a side yard setback at property located at 208 E. Euclid Ave., Prospect Heights.

**Public Comment**

Jake Schreiner proposed leveraging the golf course assets to address the District's financial concerns. Schreiner suggested the District consider selling a portion of the golf course property to address financial challenges while retaining recreational amenities.

**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, Cloud Fries, Jackson, Jones, Kirste

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioners Messer

The motion carried.

**Announcements (Meetings)**

The next Regular Board Meeting is scheduled for March 19, 2024 at 7:00 p.m. at the Gary Morava Recreation Center.

**Attorney's Report**

There was none.

**Administrative/Operational Summary**

**Executive Director** – In addition to the submitted report, Executive Director Christina Ferraro mentioned Cook County postponed the vote related to the County's paid leave ordinance to March 13. The District will be conducting a Tennis/Pickleball feasibility study with a community meeting to be held in April 2024 with a final report for the board in July. The ADA transition plan is underway with a final report to be presented to the board in May. The District awaits the plat of survey for Tully Park to purchase the adjacent property. The plat of survey for Muir Park was received and the application to subdivide the property index number with Cook County. Commissioners interested in park apparel may provide their requests to Christina. Christina discussed the upcoming Earth Day event that the District is partnering with the Sierra Club and NRC and expects about 100 people to help with the nature restoration at the remnant sedge meadow. The District became aware of leaves being dumped in the creek at Kiwanis Park. Christina did a mailing to notify the surrounding residents that this is prohibited with a fine up to \$750 and to report any suspicious behavior. Included in the board packet are NWSRA 2023 year-end statistics including District resident program usage.

Commissioner Cloud inquired about the District's ADA plan. Christina stated that the District has been working to complete the recommendations from the on the 2011 ADA plan, however there are several projects that have been deferred due to budget.

**Marketing & Communications Manager** – In addition to the submitted report, Marketing and Communications Manager Edlyn Castil highlighted the efforts for the upcoming summer season including the employment campaign, promotion of the golf course and banquet facility, and updating OCCC's website and electronic message board.

**Administrative/Operational Summary (continued)**

**Superintendent of Finance, HR and IT** – In addition to the submitted report, Superintendent of Finance, HR and IT Shawn Hughes mentioned two auditors from Sikich will be onsite for preliminary field work and will return at the end of March 2024.

**Superintendent of Recreation** – as submitted. In addition to the submitted report, Superintendent of Recreation Ray Doerner reported Staff will be attending a meeting Thursday afternoon for the implementation of the new registration software, Civic Rec. The District anticipates a “go live” date in August 2024. Ray reported there has been a strong response with the summer camp registration with nearly 80% full. Recreation Staff Supervisors are excited to have 50% camp staff returning, 12-13 lifeguards returning and 4 managers returning.

Commissioner Kirste asked what staff believe is causing the strong response to camp registration. Ray identified several factors: affordable, additional swim time, offering 10 full weeks; He believes the resident/non-resident registration dates created an urgency to register for some. Space in the facility is a challenge.

**Superintendent of Parks and Facilities** – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi discussed finishing the wayfinding signage installation project in the recreation center; Mark indicated the gym is scheduled to be closed for the month of April for gym floor refinishing gym floor. Lines will be painted for full length basketball court, four basketball keys at four additional basketball hoops. Volleyball courts and pickleball courts. He reported the two-phase trash receptacle replacement plan being implemented with a dozen trash and dozen recycling receptables being delivered for the parks in March and remainder next year. He reported the current tree grant requires the District to plant 70 trees in parks by July 1st of this year.

Commissioner Cloud asked when the Somerset Park project will begin. Christina explained the City is holding a bid opening in July.

**Superintendent of Golf** - In addition to the submitted report, Superintendent of Golf Sean Lee reported staff is preparing equipment for opening day. Sean reported the Village of Mount Prospect Schoenbeck sidewalk replacement & street light addition project from Rand Road to Camp McDonald Road may have caused some damage to the irrigation lines will know more when the season begins.

**Director of Golf Operations** – as submitted. The golf season will start at the course on March 16. The roof repairs at the clubhouse continue and have been interrupted by a few some electrical issues.

**Recreation Supervisors** – as submitted.

**Committees of the Board**

There were no reports.

**Unfinished/Ongoing Business**

There were none.

**New Business**

**Authorize the Executive Director to execute a contract and payments to ERG Developers, LLC in Chicago in the amount of \$115,000 for both the gym floor refinishing and the additional scope of work to repair the grade in the gymnasium.**

A motion was made by Commissioner Cloud and seconded by Commissioner Avery. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Messer

The motion carried.

**Approve Personnel Manual revisions as presented for Chap 2 Payroll policies and procedures, Chap 7 Safety in the workplace, Chap 8 Disciplinary actions, Chap 9 Grievance process and procedure and Chap 10 Separation of employment.**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Messer

The motion carried.

**Committees of the Board**

There were no reports.

**Commissioners Comments**

Commissioner Jones thanked Director Ferraro on behalf of the board for representing the District with NWSRA and serving as NWSRA Chairperson for two years. He also thanked Jake Schreiner for his thoughtful public comments about the golf course.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Fries and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:34 p.m. The motion was approved by a voice vote with one absent (Messer). The motion carried.

---

Betty Cloud, Secretary