

**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, MARCH 19, 2024**

**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 physically present: Betty Cloud, Paul Fries, Tim Jones, Eric Kirste, Steve Messer

Commissioners absent: Ellen Avery, Karl Jackson

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.

**Corrections/Additions/Approval of Agenda**

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

**Recognition/Welcome**

Resident Jill Moskal of NRC was in attendance.

**Correspondence**

There was none.

**Public Comment**

There was none.

**Consent Agenda**

A motion 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 Cloud, Fries, Messer, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioners Avery and Jackson

The motion carried.

**Announcements (Meetings)**

There is a special Board Meeting scheduled for April 16, 2024 at 6:00 p.m. to discuss future planning of aging facilities. There is a Local Government Efficiency Committee Meeting scheduled for April 23, 2024 at 6:30 p.m. at the Gary Morava Recreation Center. The next Regular Board Meeting scheduled for April 23, 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 reported the Cook County Paid Leave Act Ordinance was adjusted and does not exempt Park and School Districts and allows taxing bodies until January 1, 2025 to adjust our budgets and staffing policies. She announced there is a community meeting regarding Tennis and Pickleball on Thursday April 25, 2024, from 6:30pm-7:30pm led by JSD Professional Services, Inc. to develop a court layout exhibit for park sites, and residents are to provide feedback. The District selected W-T Group to conduct a site assessment of the recreation center, OOC clubhouse and golf course, Lions Park and McDonald field and provide a report of recommendations to make spaces accessible for all people of all abilities. The Sierra Club and Prospect Heights Natural Resources Commission have scheduled a workday to remove invasive shrubs at the ComEd Right of Way remnant sedge meadow in Wheeling on April 20<sup>th</sup> with guest speakers Senator Julie Morrison and Representative Mary Beth Canty to honor Earth Day. There was a small mailing to residents near Kiwanis Park to remind them not to dump anything into the creek and several residents provided feedback. Jan Hincapie will facilitate the special Board Meeting to discuss future planning of aging facilities

**Marketing & Communications Manager** – In addition to the submitted report, Marketing and Communications Manager Edlyn Castil highlighted the electronic newsletters were sent, the bride-to-be email campaign as well as the summer camp registration email had a high email open rate. The program guide was submitted to printer, to be distributed by April 8.

**Superintendent of Finance, HR, and IT** – as submitted. In addition, Shawn Hughes – /Superintendent of Finance, HR & IT explained she met with a representative of IPDLAF (Illinois Park District Liquid Asset Fund) concerning investment options for the District and will discuss details with the Finance Committee soon.

**Superintendent of Recreation** – as submitted. In addition to the submitted report, Superintendent of Recreation Ray Doerner reported resident registration begins March 25, and nonresident & partner resident registration begins April 1. The official launch of CivicRec, a web-based, recreation management platform, will be in August and staff are currently training. There is minimal impact to programming due to the gym floor refinishing project.

**Administrative/Operational Summary (continued)**

**Superintendent of Parks and Facilities** – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi discussed gym floor refinishing project starting project April 1. He is focused on preparing the pool for season and will share logistics at the special board meeting on April 16 regarding leaks in the main line preventing the surge pit from recycling water to pool. Wedgewood park renovation scheduled for completion in mid-April depending upon the weather.

**Director of Golf Operations** – as submitted. Executive Director Christina Ferraro reported the golf season will start at the course on March 16. The roof repairs at the clubhouse have been interrupted by a few electrical issues that Marc Heidkamp can explain at next month's meeting.

**Superintendent of Golf** - In addition to the submitted report, Superintendent of Golf Sean Lee reported the riding greens mower was repaired. The Assistant Superintendent of Golf in Training is scheduled to start soon. The consultant evaluated the pump house, and it is ready for the season.

**Recreation Supervisors** – as submitted.

**Committees of the Board**

There were no reports.

**Unfinished/Ongoing Business**

There were none.

**New Business**

**Committees of the Board**

There were no reports.

**Commissioners Comments**

**Adjournment**

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

  
Elizabeth "Betty" Cloud, Secretary

