

**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, MAY 28, 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, Karl Jackson, Tim Jones, Eric Kirste (arrived at 7:14 p.m.), Steve Messer (arrived at 7:01 p.m.)

Commissioner absent: Paul Fries

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

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

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

Recognition/Welcome

Lindsey Fish, CPA, Principal, Sikich LLP, Shelley Zuniga and John McGovern, W-T Group were in attendance.

Presentations

**Financial Audit FY2023 presented by Lindsey Fish, CPA, Principal, Sikich LLP
Comprehensive Financial Report for Fiscal Year Ending December 31, 2023**

Lindsey Fish, CPA, Principal, Sikich LLP was in attendance and provided an overview of the Annual Comprehensive Financial Report for Fiscal Year Ending December 31, 2023. The independent auditor's report presented a clean, unmodified opinion on the District's financials.

Acceptance of the FY2023 Comprehensive Annual Financial Report

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

ADA Transition Plan presented by Shelley Zuniga & John McGovern, The W-T Group

The District completed a comprehensive ADA Transition Plan in 2009. The District reached out to W-T Group to complete a partial transition plan last year. The District chose four sites for the ADA Transition Plan: Lions Park, GMRC, McDonald Field and Old Orchard Country Club. Shelley Zuniga and John McGovern, W-T Group presented the Plan and discussed ADA requirements for existing sites versus new construction and the process they use and their deliverables. They are projecting the cost to be about \$1.3M with a six-to-eight-year period depending upon budget.

Acceptance of the 2024 ADA Transition Plan

This item was tabled.

Public Comment

There was no public comment

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, Cloud, Jones, Kirste, Messer

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioner Fries

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for June 25, 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 discussed unfunded mandates, capital needs to include the transition plan, and a ribbon cutting ceremony at Wedgewood Park in August or September 2024.

Marketing & Communications Manager – In addition to the submitted report, Marketing and Communications Manager Edlyn Castil highlighted upcoming events the District will be participating in and announced that Kailyn Joyce has accepted the role of the District's part-time Community Relations Specialist. Kailyn's role will be instrumental in the management of the sponsorship program in addition to creating positive messages through electronic newsletters, social media, and community events.

Superintendent of Finance, HR and IT – as submitted.

Superintendent of Recreation – In addition to the submitted report, Superintendent of Recreation Ray Doerner highlighted the District’s upcoming inaugural Garden Dash 2K 4K, summer camp pick up and drop off in regards to the schedule, notification to neighbors, extra signage, staff assisting with traffic, etc. He thanked Mark Grassi and his team for getting the pool ready for opening day on Saturday. He discussed lifeguard classes/training. The pool is in a better staffing situation this upcoming season and swim lessons are back in house.

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi reported that the pool looks great, and the District is ready for opening weekend. Staff is evaluating the dolphin kiddie slide for next year, several mechanical failures in the pump room, hot water tanks replacement and issues with circulating pump. The District has successfully planted 70 trees with the grant funds received. He discussed the Energy Efficiency Program which provided incentives and technical assistance to help the District update and retrofit GMRC and field lights to improve energy efficiency and save money.

Director of Golf Operations – as submitted.

Superintendent of Golf - as submitted.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

Aging Facilities

Executive Director Christina Ferraro discussed the capital plan and the immediate needs costing about \$4.5m to include replacing the roof at the rec center \$700,000; installing new ducted HVAC system and controls throughout the rec center and install AC in gym \$3,000,000. Then outside the rec center: replacing parking lot & current asphalt sidewalk and repairing drainage issues \$500,000. This is above and beyond the need for vehicles to be replaced and a plan for the future of the pool. Ferraro contacted State Senators and State Representatives for funding and grant opportunities. Commissioner Jones would like information regarding who is using the pool: residents or non-residents.

New Business

Approve resolution 05.28.2024 adopting section 125 cafeteria plan

A motion was made by Commissioner Kirste and seconded by Commissioner Messer. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Fries

The motion carried.

Approve standard non-resident fee for recreation programs

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, Messer

Nays: None

Abstain: None

Absent: Commissioner Fries

The motion carried.

Approve advisory positions appointments to the Board: June 2024-May 2025

A motion was made by Commissioner Kirste and seconded by Commissioner Jackson to approve Christina Ferraro as Representative to NWSRA Board, Ray Doerner as alternate for the June 2024-May 2025 term; approve Edlyn Castil as Recording Secretary, Catherine Rook as Assistant Recording Secretary for the June 2024-May 2025 term; approve Ancel Glink as Legal Counsel for the June 2024-May 2025 term. The motion was approved by a voice vote with one absent (Commissioner Fries). The motion carried.

Committees of the Board

There were no reports.

Commissioners Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Jones to adjourn the Regular Board Meeting at 8:19 p.m. The motion was approved by a voice vote with one absent (Commissioner Fries). The motion carried.

Betty Cloud, Secretary