

**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, JUNE 25, 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: Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste (arrived at 7:11 p.m.)

Commissioner absent: Ellen Avery, Steve Messer

Also Present: Executive Director Christina Ferraro, Superintendent of Recreation Ray Doerner, Superintendent of Parks & Facilities Mark Grassi, Superintendent of Finance, HR & IT Shawn Hughes, 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 Cloud and seconded by Commissioner Jackson to approve the agenda as submitted. The motion was approved by a voice vote with three absent (Commissioners Avery, Kirste, Messer). The motion carried.

Recognition/Welcome

Tim Jones welcomed residents Wendy Dewar, Mary Ellen Siemens, and Jill Moskal and Kailyn Joyce, Community Relations Specialist.

Public Comment

Wendy Dewar appreciates the Wedgewood Park improvements. She is grateful for the trees planted throughout the community which were acquired through a grant. On behalf of the Friends of Tully Park, she encouraged more communication between staff and residents as they would have appreciated knowing the trees were being planted at Tully Park. Mary Ellen Siemens echoed Wendy's comments about requesting more communication from staff about Tully Park, acknowledging it is their responsibility to attend meetings or read meeting minutes and is also grateful for the trees.

Consent Agenda

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

Ayes: Commissioners Cloud, Fries, Jones, Jackson

Nays: None

Abstain: None

Absent: Commissioner Avery, Kirste, Messer

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for July 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 discussed vandalism at Wedgewood Park and a potential ribbon cutting with local legislatures. Staff will schedule a time to meet with the neighbors of Tully Pak about the new accessibility with the park being expanded. There will be two tree dedications in Lions Park for former Park District Jim DeVos and in honor of the Lions Club 70th anniversary.

Commissioner Kirste arrived at 7:11 p.m.

Marketing & Communications Manager – In addition to the submitted report, Marketing and Communications Manager Edlyn Castil discussed efforts to get more sponsorship for the district.

Superintendent of Finance, HR and IT – as submitted.

Superintendent of Recreation – In addition to the submitted report, Superintendent of Recreation Ray Doerner discussed the 2024 Block Party and announced the future date June 21st 2025; he encouraged visiting Izaak Walton Park to see the Art Walk; he highlighted strong summer camp enrollment and the well-organized inaugural Garden Dash 2k 4k with about 50 attendees; he commended the local police volunteers for the assistance at the Garden Dash and reminded all the proceeds from event will go to the Prospect Heights Police Helping Hands Fund

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi reported pool maintenance was recently required; he highlighted the surveillance system was scheduled for installation in early July. Commissioner Jones requested staff research surveillance cameras in parks.

Director of Golf Operations – as submitted. Director Ferraro announced that longtime employee Serafino Alfe passed away recently at the age of 99 after decades of service to the golf course.

Superintendent of Golf - as submitted.

Administrative/Operational Summary (continued)

Recreation Supervisors – as submitted.

Committees of the Board

Policy and Procedure Committee - Commissioner Cloud reported she and Commissioner Avery reviewed and recommended the proposed changes to the Personnel Manual Chapter regarding the usage of district Facilities and Properties.

Unfinished/Ongoing Business**Aging Facilities (continued discussion)**

Executive Director Christina Ferraro discussed the current capital budget, \$804,000, and the need to defer some projects to next year and quotes received are higher than anticipated. She is working on a long-range capital plan that includes technology replacement plan, recreation center mechanicals, installation of air conditioning in the gym, replacement buses, and improvements to parks in addition to the required maintenance at the pool such as painting, pressure washing, filling of cracks for about \$75,000 and \$25,000 to replace the dolphin slide for tots. The annual capital plan budget includes potential OSLAD grants and ranges each year from \$500,000 to \$1.3 million based on which park improvements will be due. The potential dollars available for capital projects are approximately \$200-\$250,000 each year. Ferraro communicated financial needs upwards of \$4-\$7million to local legislators and has a meeting scheduled with the state rep from district 57 and the board president. Commissioner Jones asked about funds in reserves. Staff will update the current capital plan to show actual expenditure and future plans at the July board meeting. Superintendent Grassi discussed the hot water tank emergency repair cost of \$25,000 and the current need for a GMRC rooftop unit cost of \$54,000 that was not planned and required this fall. Commissioner Cloud suggested staff educate the community on the capital projects and the shortfall of the budget to accomplish these primarily at the recreation center and pool. There was discussion regarding educating the residents through the electronic newsletter, program guide, articles in the newspaper, etc. More discussions are scheduled for the July board meeting.

New Business**Approval Personnel Manual Chapter 5 Usage of District Facilities and Properties**

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

Election of Park Board Officers June 2024-May 2025**Park Board President**

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to open the nominations for 2024-2025 Park Board President. The motion was approved by a voice vote with two absent (Commissioner Avery, Messer). The motion carried.

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to nominate Tim Jones as Park Board President. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

New Business (continued)

A motion was made by Commissioner Fries and seconded by Commissioner Jackson to close nominations for 2024-2025 Park Board President. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Fries and seconded by Commissioner Jackson to elect Tim Jones President by acclamation. The motion was approved by voice vote with two absent (Commissioners Avery, Messer). The motion carried.

Park Board Vice President

A motion was made by Commissioner Cloud and seconded by Commissioner Jackson to open the nominations for 2024-2025 Park Board Vice President. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to nominate Ellen Avery as Park Board Vice President. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to close nominations for 2024-2025 Park Board Vice President. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to elect Ellen Avery Vice President by acclamation. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

Park Board Treasurer

A motion was made by Commissioner Jackson and seconded by Commissioner Fries to open the nominations for 2024-2025 Park Board Treasurer. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to nominate Eric Kirste as Park Board Treasurer. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Fries and seconded by Commissioner Jackson to close nominations for 2024-2025 Park Board Treasurer. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Cloud to elect Eric Kirste Treasurer by acclamation. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

Park Board Secretary

A motion was made by Commissioner Fries and seconded by Commissioner Kirste to open the nominations for 2024-2025 Park Board Secretary. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

New Business (continued)

A motion was made by Commissioner Jones and seconded by Commissioner Jackson to nominate Betty Cloud as Park Board Secretary. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

A motion was made by Commissioner Fries and seconded by Commissioner Jackson to close nominations for 2024-2025 Park Board Secretary. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

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

Commissioners Comments

Tim Jones thanked staff for their hard work with the Block Party.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 8:01 p.m. The motion was approved by a voice vote with two absent (Commissioners Avery, Messer). The motion carried.

Betty Cloud, Secretary