

**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, APRIL 22, 2025**

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 present: Ellen Avery, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, and Steve Messer (arrived at 7:01 p.m.)

Commissioner absent: Betty Cloud

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

A quorum was present.

Appoint Secretary Pro Tem

A motion was made by Commissioner Jones and seconded by Commissioner Jackson to appoint Ellen Avery Secretary Pro Tem. The motion was approved by a voice vote with one absent (Commissioner Cloud). The motion carried.

Corrections/Additions/Approval of Agenda

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 one absent (Commissioner Cloud). The motion carried.

Induction

Edlyn Castil administered the Oath of Office to newly appointed board members to serve through April 2029 - Tim Jones, Eric Kirste and Karl Jackson.

Public Comment

Resident Therese Hoesli commented about the community's need to have a pool and continued need to maintain/repair Lions Pool and keep it open

Consent Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve items as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Cloud

The motion carried.

Announcements (Meetings)

Special Board Meeting at Gary Morava Recreation Center – May 22, 2025 at 5:00 p.m.
Regular Board Meeting at Gary Morava Recreation Center – May 27, 2025 at 7:00 p.m.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – In addition to the submitted report, Executive Director Ferraro reported the Elm Street flood control project to oversize the culvert to address a flooding issue and stabilize the streambank at Lions Park is nearly finished. As far as Master Planning, the Aging Infrastructure Task Force met, focus groups met, and the residents completed a community survey. All the information will be shared at the board meetings. Work at Tully Park began this week. The trees are in and we will be working on the U-drive. The tennis and pickleball courts project at Country Gardens will be starting tomorrow. The auditor will be here next month.

Marketing & Communications Manager – In addition to the submitted report, Marketing & Communications Manager Castil commented that social media analytics for Old Orchard Country Club will now be included in the monthly reports.

Superintendent of Finance, HR and IT – Superintendent of Finance, HR and IT – In addition to the submitted report, Superintendent Hughes reported the audit is wrapping up. The District received over 90 applications for the HR Generalist position and is in the process of reviewing the applications and interviewing applicants.

Superintendent of Recreation – In addition to the submitted report, Superintendent Doerner reported registration for the summer programs is now open. The Prospect Heights Block Party preparations are underway. It will be held on Saturday, June 21 from 4 p.m. to 11 p.m. This year's musical entertainment will be a solo artist, Erik Donner, performing on a smaller stage for 45 minutes before the first band and the time between the second band ends and the closing band. Radio Gaga will perform at 7-8:30 p.m. and Modern Day Romeos will close out the night 9:30-11 p.m. The Artwalk started at Izaak Walton Park. This year's theme is "Celebrate the Prairie". The Arbor Day tree planting will be held on Friday, April 25 at 9:15 a.m. at the green space between the Fire and Police Departments. Summer camp registrations continue to be strong. The District is at 94% capacity. Summer Staff hiring is going well. We have hired a summer intern for 8 weeks.

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Grassi reported the entire facility has been rekeyed. He is working to replace the GMRC rooftop unit. The process will be about a 4 day operation with a goal to complete this project at the end of May or early June.

Administrative/Operational Summary (continued)

Current Technologies has installed wiring for the exterior cameras and is completing the second phase of surveillance camera project. The Elm Street pump station was repaired and looking to fill the pool with water soon. Mark discussed reutilizing the high gain antenna on the Administration Building. The District is moving forward with the Apprenticeship Program with High School District 214. We will have an apprenticeship in Parks & Facilities starting June 2nd. Mark provided an update about the Tully Park project. He is getting quotes pruning the trees in Lions Park.

Director of Golf Operations – In addition to the submitted report, Director of Golf Heidkamp reported that the March food and beverage income was high due to extra events and casino nights. Working on ADA and Bear Construction is completing a survey to address the entrance, walkways, and parking.

Superintendent of Golf - as submitted.

Recreation Supervisors – as submitted.

Committees of the Board**Unfinished/Ongoing Business**

None

New Business

ACTION: Resolution 04.22.2025 Designating An Authorized Agent To The Illinois Municipal Retirement Fund

A motion was made by Commissioner Messer and seconded by Commissioner Jackson to approve Resolution 04.22.2025 designating Shawn Hughes as the authorized agent to the Illinois Municipal Retirement Fund as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Cloud

The motion carried.

Commissioner's Comments

There were none.

Executive Session

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to recess into Executive Session of 5 ILCS 120/Open Meetings Act. Section 2 (c) (21) for the purpose of reviewing executive session minutes and determine release at 7:41 p.m. The motion was approved by a voice vote with one absent (Cloud). The motion carried.

Action as a Result of the Executive Session

During the Executive Session, executive session minutes were discussed.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Messer to adjourn the Regular Board Meeting at 7:45 p.m. The motion was approved by a voice vote. The motion carried.

Betty Cloud, Board Secretary