

**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, AUGUST 26, 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, Betty Cloud, Paul Fries, Karl Jackson (arrived at 7:10 p.m.), Tim Jones, Steve Messer (arrived at 7:01 p.m.)

Commissioner absent: Eric Kirste

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

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Recognition/Welcome

The board welcomed resident Jill Moskal to the meeting.

Public Comment

There were none.

Commissioner Messer arrived at 7:01 p.m.

Consent Agenda

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

Ayes: Commissioners Avery, Fries, Cloud, Jones, Messer

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kirste

The motion carried.

Announcements (Meetings)

Regular Board Meeting at Gary Morava Recreation Center – September 23, 2025 at 7:00 p.m.

Attorney's Report

There was none.

Commissioner Jackson arrived at 7:10 a.m.)

Administrative/Operational Summary

Executive Director – In addition to the submitted report, Executive Director Ferraro reported a Country Gardens Community Meeting was held with 45 people in attendance and 95 people responded to the online survey. There were several comments about the playground and its amenities. The application for the OSLAD grant for September submission is being prepared by a consultant. Christina and Ray met with the PH Police Chief and discussed the challenges of electronic bikes and electric scooters on the bike path. Christina and Edlyn are working on signage related to the electronic bikes. The park district is celebrating its 60th Anniversary in 2026 and the City is celebrating their 50th Anniversary. The park district and City are working together to enhance the annual Prospect Heights Block Party in 2026. There was discussion about the Block Party location, date, entertainment. The board is in agreement to hold the Block party on June 20, 2026 at Lions Park/GMRC where it has been held the past several years.

Marketing & Communications Manager – as submitted. Marketing and Communications Manager Edlyn Castil also reported she completed a certification in Artificial Intelligence for Marketing and Fundraising. She also highlighted the increased attendance at this year's Prospect Heights National Night Out, which was held at the park district in partnership with the Prospect Heights Police Department and Fire District. Edlyn promoted the district's upcoming special event, Lotería, which will be held at GMRC on September 26 from 6pm to 8pm, and a pop-up Art Walk and Art Fair at Izaak Walton Park on September 27.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes reported the district has received one submission for the Audit Services RFP.

Superintendent of Recreation – as submitted. Christina reported the facility rental pricing was reviewed compared to other surrounding districts and prices have been adjusted to be competitive. With declining birth rates, the number of preschool aged kids has decreased, which is evident in our enrollment. Pool attendance and fitness room usage increased. Staff is doing a good job programming with Sunrise Living with our active adult community.

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi also highlighted that staff restored the hardwood floors in the dance room, installed electric hand dryers starting with a pilot installation in the washrooms, Tully Park project is moving along. Waiting for the scope of work to be developed and we can review it and submit it to the city for permitting and then the work can begin.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp reported that they held a special event, Sip, Snack & Song...An Evening of Music and Mingle and had over 200 in attendance. They plan to roll out more events like this in the future to showcase the banquet facility. OOC is booked full of golf outings the whole month of September.

Superintendent of Golf – as submitted.

Recreation Supervisors – as submitted.

Committees of the Board

Nothing to report

Unfinished/Ongoing Business

There were none.

New Business

Executive Director Christina Ferraro reported the draft 2026-2031 Comprehensive Master Plan is available for public view and is looking for community feedback through September 18, 2025. Christina discussed the need for careful consideration of the plan, including potential changes. The plan includes a very detailed capital improvement plan and potential referendum considerations. Discussion is planned for September board meeting.

ACTION: Approval of Resolution 08.26.2025 NWSRA 2026 Assessment

A motion was made by Commissioner Messer and seconded by Commissioner Fries to approve a Resolution 08.26.2025 NWSRA 2026 Assessment as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Kirste

The motion carried.

ACTION: Approval of Revised Purchasing Policy

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to approve a Revised Purchasing Policy as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Kirste

The motion carried.

New Business (continued)**ACTION: Approval of Intergovernmental between the Prospect Heights Park District and the City of Prospect Heights regarding Prospect Heights Natural Resources Commission**

A motion was made by Commissioner Avery and seconded by Commissioner Messer to approve an Intergovernmental between the Prospect Heights Park District and the City of Prospect Heights regarding Prospect Heights Natural Resources Commission as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Kirste

The motion carried.

Commissioner's Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Avery to adjourn the Regular Board Meeting at 7:38 p.m. The motion was approved by a voice vote with Commissioner Kirste absent. The motion carried.

Betty Cloud, Board Secretary