

**COMMITTEE OF THE WHOLE 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, NOVEMBER 4, 2014**

**I. Call to Order**

**A. Roll Call**

Commissioner Curtis called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:00 p.m.

Commissioners present:

Terry Curtis  
Lisa Gould  
Tim Jones  
Mark Malouf

Also Present:

Kathy Nowicki – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Nancy Salt – Accounting Manager  
Marc Heidkamp – Director of Golf  
Dino Squiers – Superintendent of Facilities & Parks  
Laura Fudala - Supervisor of Recreation  
Marci Glinski – Supervisor of Recreation  
April Voss – Athletics Supervisor  
Edlyn Castil – Administrative Assistant/Recording Secretary

Commissioners absent:

Art Gollberg  
Karl Jackson  
Bob Loranger

A quorum was present.

**II. Corrections / Additions / Approval of Agenda**

A motion was made by Commissioner Jones and seconded by Commissioner Gould to approve the agenda as submitted. The motion was unanimously approved by a voice vote with three absent (Commissioners Gollberg, Jackson, Loranger). The motion carried.

**III. Introduction of Guests/Citizens**

There were none.

**IV. Announcements (Meetings)**

<b>A. Committee of the Whole Meeting</b>	<b>11/18/14</b>	<b>6:00 PM</b>	<b>GMRC</b>
<b>B. Regular Board Meeting</b>	<b>11/18/14</b>	<b>7:00 PM</b>	<b>GMRC</b>

**V. Correspondence**

There were none.

**VI. Public Comment**

There were none.

**VII. Unfinished / Ongoing Business**

**A. 2015 Budget – Draft 1**

Accounting Manager Nancy Salt commented that there were no questions/comments received from the Board prior to this meeting regarding Draft 1. Draft 1 of the PHPD 2015 Budget was reviewed. Each Department provided a presentation of their Department.

**VII. Unfinished / Ongoing Business (continued)**

Director of Golf Marc Heidkamp presented the Golf and Grounds Departments:

- (For 2014) \$20,000 was unrestricted to purchase greens covers. Department purchased 14 covers. There are 4 greens that will not be covered. An additional \$9,600 would be needed to purchase covers for these 4 greens.
- Draft 1 reflects a conservative revenue projection.
- There was discussion regarding the utilities expense and the efforts made to keep this expense down.
- The rent increase was not reflected on Draft 1. This will be addressed in Draft 2.
- There was discussion about the advertising revenue. Marc explained the current GPS' are showing signs of age. He is looking into replacing the GPS' with tablets. There would be no cost to the Park District. The tablets however would need to be covered in the evenings and a tarp may need to be purchased.
- There was discussion about the Resident Rate Card.
- They may place a bunker and chipping area in the driving range. The St. Viator Golf plans on fundraising to help offset the cost.
- A Foot golf program may be established. The start-up cost is about \$3,000. Marc plans to research this further and may roll it out Spring 2015.
- There was discussion about leasing grounds equipment versus purchasing it. Options will be presented in Draft 2.

Executive Director Kathy Nowicki presented the General Fund 200-02:

- There are changes reflected with salaries/wages due to how salaries/wages were allocated in 2014 to 2015.
- Contractual Services and Commodities will be revisited for Draft 2.

Recreation Supervisor Laura Fudala presented Preschool:

- An additional Preschool class will be added.
- The Program Supplies was increased due to the number of children registered.

Recreation Supervisors Laura Fudala and Marci Glinski presented Youth Programs:

- There was a 25% increase with the Kids Day Off revenue.
- The projected year end has not been updated and will be updated for Draft 2.

Recreation Supervisor Marci Glinski presented Performing Arts:

- An increase in fees will be reflected in Draft 2.

Athletic Supervisor April Voss presented Youth Athletics and Adult Leagues:

- Flag Football will be added in the Spring.
- A Racquetball League was reestablished.
- Co-op programming with Wheeling Park District will be offered for Pickle Ball.
- Additional Fitness Classes will be offered.
- April is working on co-oping a Softball Program with a neighboring Park District.
- April and Marc will work together with establishing a Foot Golf program.

Superintendent of Recreation Julie Caporusso presented Aquatics:

- Julie discussed the change with the daily fee/pool pass for Summer Campers.
- There was discussion about the Park District paying for the Lifeguard license fees in 2015.

Recreation Supervisor Marci Glinski presented Active Adults and Special Events:

- New programming in 2015.
- Commissioner Malouf would like to see more Special Events offered.

**VII. Unfinished / Ongoing Business (continued)**

Recreation Supervisor Laura Fudala presented Camp:

- Offering one-week option versus two-week option.

Superintendent of Facilities and Parks Dino Squiers presented Parks:

- It was noted to remove "Corporate Fund" from the Parks title for Draft 2.
- Reviewing using contracted labor for seasonal staffing.
- The reimbursement from Little League will be revisited for Draft 2.
- Wages will be revisited for Draft 2.
- There was discussion about the Disposal expense.
- Executive Director reported it would cost about \$2,000 to convert Tully Park to natural prairie. The process takes about 2-3 years. There also is a party who may be interested in acquiring Tully Park. More information to follow.

*Laura Fudala, Marci Glinski and April Voss departed at 7:09 p.m.*

Executive Director Kathy Nowicki presented Corporate Fund:

- The Corporate Fund projected year end is work in progress.
- The item Master Plan (Accounting Process) is related to our Payroll system.

Draft 2 will be distributed to Staff and the Commissioners on November 14, 2014.

**VIII. New Business**

**A. 2015 Employee Health Benefits**

Executive Director Kathy Nowicki discussed how much the Park District would be affected should the minimum wage be increased to \$10 in 2015. She also discussed the savings the Park District would have if the Park District were to offer only the PDRMA BCBS HMO Illinois option in 2016. To move into this direction, an option would be to offer a zero employee health care cost contribution if the employee chooses the HMO option in 2015. Then in 2016, only the HMO would be available. By consensus, the Board agreed to the 2015 incentive.

**B. Park District and PHWYBS Memorandum of Understanding**

This item will be discussed at the next meeting.

**X. Adjournment**

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Gould to adjourn the Committee of the Whole Meeting at 7:37 p.m. The motion was unanimously approved by a voice vote with three absent (Commissioners Gollberg, Jackson, Loranger). The motion carried. The meeting was adjourned.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary