

**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, JANUARY 21, 2014**

**I. Call to Order**

**A. Roll Call**

President Terry Curtis called the Regular Board Meeting of the Prospect Heights Park District to order at 7:12 p.m.

Commissioners present:

Terry Curtis  
Art Gollberg  
Lisa Gould  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

Kathy Nowicki – Executive Director  
Marc Heidkamp – Director of Golf  
Nancy Salt – Accounting Manager  
James Lennon – Park District Attorney  
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

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

Commissioner Gould requested to amend the Agenda and add Executive Session for the purpose of discussion of personnel.

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to approve the agenda as amended. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**III. Correspondence**

**A. IAPD Legal News email dated 1/3/2014**

Executive Director Kathy Nowicki reported that a conceal carry survey of local Park Districts was done and questioning whether or not Park Districts will be posting signage at facilities. The results indicated that Park Districts will be posting signage at their facilities but not at their parks. This item was also discussed at the PHPD Safety Committee meeting and it was decided PHPD will be posting signage at Gary Morava Recreation Center and at OCCC.

**B. 2014 IAPD Legislative Breakfast invitation dated 01/14/2014**

Commissioners interested in attending the 2014 IAPD Legislative Breakfast were directed to RSVP to Executive Director Kathy Nowicki.

**IV. Recognition/Welcome**

**A. Residents** - There were none.

**B. Employee Recognition** – Executive Director Kathy Nowicki recognized Doug Ransdell and Brian Schanaberger for their efforts with the snow removal at GMRC. Both employees attended training through PDRMA. They have worked out a good schedule for snow removal and are exceptional employees.

**C. Guests** – There were none.

V. Approval of Minutes

**A. Committee of the Whole – December 17, 2013**

A motion was made by Commissioner Loranger and seconded by Commissioner Jones to approve the December 17, 2013 Committee of the Whole Meeting Minutes as submitted. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

**B. Regular Board Meeting – December 17, 2013**

A motion was made by Commissioner Jones and seconded by Commissioner Gould to approve the December 17, 2013 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

VI. Announcements (Meetings)

**A. Regular Board Meeting**                      02/18/14              7:00 PM              GMRC

VII. Park District Treasurer’s Report

**A. Cash Report #1**

A motion was made by Commissioner Gould and seconded by Commissioner Jones to accept the Treasurer’s Report – Cash Report #12 dated December 17, 2013 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix A.

**B. Approval of Warrants for Payment**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C, 12D, Payroll 25, 26 and Refund #12. The motion was unanimously approved by a roll call vote.

Ayes:                      Commissioners Curtis, Gollberg, Gould, Jones, Loranger, Malouf

Nays:                      None

Absent:                      Commissioner Jackson

The motion carried. See Appendix B.

VIII. Accounting Manager Report

**A. YTD Fund Summary** – as submitted. Accounting Manager Nancy Salt commented that some year-end transfers and payables are not included in this YTD Fund Summary. She also reported that the Auditors have begun the audit process.

IX. Attorney’s Report

**A. Legal Matters** - Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

X. Administrative / Operational Summary

**A. Executive Director** – as submitted. Executive Director Kathy Nowicki reported that she was informed by former Commissioner Vannelli that he is intending on selling his property adjacent to the Park District Administrative Building and wanted to inform the Park District first. There is no additional information at this time. Kathy will provide more information to the Board when more information is obtained. Kathy also highlighted the PDRMA apparel order. She discussed the correspondence received from the Village of Mount Prospect related to the meeting between the Village of Mount Prospect, the Prospect Heights Park District and Midori Banquets. The Park District has assisted Bonnie with making contact with various sound engineers. Midori’s Attorney will correspond with the Village of Mount Prospect.

**B. Superintendent of Recreation and Parks** – as submitted.

**C. Director of Golf Operations** – as submitted. Director of Golf Marc Heidkamp also commented about the repair that was completed at OOC related to heating system.

**D. Superintendent of Greens** – as submitted.

**E. Administrative/Operational Updates** – Executive Director Kathy Nowicki provided an update about the ADA issue with the GMRC parking lot.

**XI. Public Comment**

There were none.

**XII. Unfinished/Ongoing Business****A. PHPD Board Policy Manual**

This item was discussed during the 01/21/14 Committee of the Whole Meeting. By consensus, language will be included in the policy stating a Commissioner shall be removed from the Board should the Commissioner be absent from a total of seven Regular Board meetings or five consecutive Regular Board meetings. Commissioner Curtis commented that a final draft of the PHPD Board Policy Manual will be presented at the February Board meeting .

Commissioner Gollberg departed at 7:44 p.m.

**XIII. New Business****A. Appointment of Authorized IMRF Agent**

- **Resolution 01.21.14 IMRF Agent Appointment**

A motion was made by Commissioner Jones and seconded by Commissioner Malouf to adopt Resolution 01.21.14 appointing Edlyn Castil as IMRF Agent. The motion was unanimously approved by a voice vote.

Ayes: Commissioners Curtis, Gould, Jones, Loranger, Malouf

Nays: None

Absent: Commissioners Gollberg, Jackson

The motion carried.

**XIV. Recess into Executive Session**

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of personnel (Section 2(c)(1)) at 7:54 p.m. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg and Jackson). The motion carried.

**XV. Reconvene to Open Session**

Open session reconvened at 8:56 p.m. During Executive Session personnel was discussed.

**XVI. Possible Action on Matters Discussed in Executive Session****Unfinished/Ongoing Business****B. 2014 Budget – Draft IV**

A motion was made by Commissioner Malouf and seconded by Commissioner Jones to approve 2014 Budget Draft IV with a 1½% salary increase consistent with Executive Session discussion and for the 2014 Budget to be placed for public display. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Jones, Loranger, Malouf

Nays: None

Absent: Commissioners Gollberg, Jackson

The motion carried.

**XVI. Closing Comments**

Board members were directed to submit Executive Director evaluation forms to Attorney Jim Lennon.

**XVII. Adjournment**

With no further business to discuss a motion was made by Commissioner Gould and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 9:00 p.m. The motion was unanimously approved by a voice with two absent (Commissioners Gollberg and Jackson). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary