

**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  
THURSDAY, FEBRUARY 20, 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 7:00 p.m.

Commissioners present:

Terry Curtis  
Lisa Gould  
Karl Jackson (arrived at 7:53 p.m.)  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

Kathy Nowicki – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Marc Heidkamp – Director of Golf  
Nancy Salt – Accounting Manager  
James Lennon – Park District Attorney (arrived at 7:03 p.m.)  
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Art Gollberg

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Terry Curtis.

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

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

**III. Correspondence**

**A. IAPD Legislative Update dated February 7, 2014**

**B. PDRMA Health in Action Newsletter**

**IV. Recognition/Welcome**

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

**B. Employee Recognition** – Executive Director Kathy Nowicki recognized Herman Molve. Kathy described Herman as an excellent steward of fitness. Herman has worked for the Park District for 14 years. Commissioner Loranger commented that Herman is friendly and outgoing.

**C. Guests** – Herman Molve, PHPD Employee, was in attendance.

**V. Approval of Minutes**

**A. Committee of the Whole – January 21, 2014**

There was discussion about amending page 2, Section VIII. A. PHPD Board Policy Manual to read, “A consensus was made to include language in the policy that states 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 *in one calendar year.*”

**V. Approval of Minutes****A. Committee of the Whole – January 21, 2014 (continued)**

A motion was made by Commissioner Loranger and seconded by Commissioner Gould to approve the January 21, 2014 Committee of the Whole Meeting Minutes as amended. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

**B. Regular Board Meeting – January 21, 2014**

A motion was made by Commissioner Loranger and seconded by Commissioner Jones to approve the January 21, 2014 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

**VI. Announcements (Meetings)**

**A. Regular Board Meeting**                      03/18/14                      7:00 PM                      GMRC

**VII. Park District Treasurer's Report****A. Cash Report #2**

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to accept the Treasurer's Report – Cash Report #2 dated February 20, 2014 as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jackson). 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 # 1, 1A, 1B, 1C, 1D, 1E, Payroll 1, 2 and Refund #1. 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. See Appendix B.

**VIII. Accounting Manager Report**

**A. YTD Fund Summary** – as submitted. Accounting Manager Nancy Salt commented that the beginning balances are unaudited. She also reported that the Auditors are on site and will be finishing up Friday, February 21<sup>st</sup>.

**IX. Attorney's Report**

**A. Legal Matters** - Attorney Jim Lennon reported he was asked by the Board to look at the zoning regarding the surrounding property. Parks are a permitted use in a residential zone. A government building/recreation center is a special use and would require some review.

**X. Administrative / Operational Summary**

**A. Executive Director** – as submitted. Executive Director Kathy Nowicki reported an in-house audio system was installed at OOC. The installer provided training to the Staff present. The Village of Mount Prospect was notified of the installation.

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

**C. Director of Golf Operations** – as submitted.

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

**X. Administrative / Operational Summary (continued)**

**E. Administrative/Operational Updates** – Executive Director Kathy Nowicki reported the Park District has followed through with the ADA Compliance issue. The requested documentation was submitted to the State’s Attorney’s Office prior to the 2/10/14 deadline. The State’s Attorney acknowledged receipt of the documentation.

**XI. Public Comment**

There were none.

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

Commissioner Curtis reviewed the changes that were made to the PHPD Board Policy Manual. There was also clarification regarding the title of the Policy Manual – “Board of Commissioners General Practices Manual”.

A motion was made by Commissioner Jones and seconded by Commissioner Gould to adopt the Board of Commissioners General Practices Manual. 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.

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to adopt Ordinance 02-20-14 A as submitted. 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.

**B. 2014 Budget**

- Public Hearing**

A motion was made by Commissioner Jones and seconded by Commissioner Malouf to open the Public Hearing of the related to the 2014 Prospect Heights Park District Budget. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

There being no one in the audience with comments and/or questions, a motion was made by Commissioner Gould and seconded by Commissioner Loranger to close the Public Hearing. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

- Combined Budget and Appropriation Ordinance 02.20.14**

A motion was made by Commissioner Jones and seconded by Commissioner Gould to adopt the Combined Budget and Appropriation Ordinance 02.20.14. 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.

**XIII. New Business**

**A. OCC Beverage Cart**

There was discussion about the history and current condition of the OCC beverage cart. The beverage cart needs costly repairs. Bonnie of Midori has indicated she would split the cost in replacing the beverage cart. There was discussion about whether or not there is an option to lease a new beverage cart versus purchasing a new cart. Director of Golf Marc Heidkamp will look into this possible option.

**XIV. Recess into Executive Session**

There was none.

Commissioner Jackson arrived at 7:53 p.m.

**XVI. Closing Comments**

Commissioner Loranger requested demographic information of the Fitness Center members. Commissioner Curtis reported there are several missing evaluations for the Executive Director and requested they be submitted to the Park Attorney. She also encouraged the Board members to read through the Park District's Comprehensive Master Plan.

**XVII. Adjournment**

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:06 p.m. The motion was unanimously approved by a voice with one absent (Commissioner Gollberg). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary