

**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, JUNE 18, 2013**

**I. Call to Order**

**A. Roll Call**

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

Commissioners present:	Also Present:
Jack Barrett	Kathy Nowicki – Executive Director
Terry Curtis	James Lennon – Park District Attorney
Lisa Gould	Edlyn Castil – Administrative Assistant/Recording Secretary
Karl Jackson	
Tim Jones	
Mark Malouf	

Commissioners absent:  
None

A quorum was present.

Commissioner Barrett asked for a moment of silence for Commissioner Pat Ludvigsen.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Edlyn Castil.

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

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to approve the agenda as submitted. The motion was unanimously approved by a voice. The motion carried.

**III. Correspondence**

**A. PDRMA Health in Action Newsletter – May 2013**

**B. Resident letter dated May 27, 2013**

**C. NWSRA Golf Classic brochure – August 21, 2013 at OCCC**

Executive Director Kathy Nowicki passed around a thank you letter received from IAPD for PHPD holding a Summer Golf Tour Event at OCCC.

**IV. Recognition/Welcome**

**A. Residents - Julie Melion and Thomas Musolf.**

**B. Employee Recognition – Shannon Carney, Catherine Martin, Victoria Zimmerman.**

Executive Director Kathy Nowicki recognized Shannon Carney, Catherine Martin, and Victoria Zimmerman for their commitment to the Park District. Shannon, Catherine and Victoria work as Lifeguards at Lions Park Pool. They all scored beyond expectations during the drill during the last pool audit. They will be recognized the June 21, 2013 All Staff Meeting.

**V. Approval of Minutes**

**A. Regular Board Meeting – May 21, 2013**

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the May 21, 2013 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

**VI. Attorney's Report****A. Legal Matters**

Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

**VII. Administrative / Operational Summary**

**A. Executive Director** – as submitted. Executive Director Kathy Nowicki also inquired about the Board's and Park Attorney's preference with the distribution of their Board Packets. Attorney Lennon and Commissioners Jackson, Jones, Curtis and Gould prefer that their Board Packets be emailed to them.

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

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

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

- **Department Reports**

- **KinderStop** – will be submitted in July.

- **Youth Leagues** – a narrative report was reviewed. Revenue was not included in the report because financial information was not available at the time the report was written.

**VIII. President's Report****A. Committee Assignments 2013-2014**

Commissioner Barrett distributed his recommendations for Committee assignments. The submission of Committee objectives/goals for the year was deferred to the July Board meeting.

The 2013-2014 Committee Assignments are as follows:

**Committee of the Whole**

Chairman            Jack Barrett

**Finance Committee\***

Chairman            Mark Malouf

Sub-Chairman      Lisa Gould

**Personnel and Planning Committee\***

Chairman            Lisa Gould

**Policy and Procedure Committee\***

Chairman            Terry Curtis

Sub-Chairman      Karl Jackson

**Recreation Facilities, Parks & Maintenance Committee\***

Chairman            Karl Jackson

Sub-Chairman      Tim Jones

**Recreation Programs & Resident Relations Committee\***

Chairman            Tim Jones

Sub-Chairman      Terry Curtis

**OOC Programs, Facilities, Grounds & Maintenance Committee\***

Chairman            Mark Malouf

Sub-Chairman      Karl Jackson

\*Jack Barrett (President) Ex-officio Member of Each Committee

**IX. Announcements (Meetings)**

**A. Regular Board Meeting**                      07/16/13              7:00 PM              GMRC

**X. Public Comment**

There were none.

**XI. Unfinished / Ongoing Business**

There was none.

**XII. New Business****A. PHPD Board Vacancy**

There was discussion about the procedure of announcing the PHPD Board vacancy. A notice will be posted at GMRC, website, Daily Herald and TribLocal. Those interested in the Board vacancy need to submit a letter of interest and resume to the Executive Director Kathy Nowicki by July 12, 2013. Commissioner Gould will review the letters of interest and resumes. Commissioners Malouf, Jones and Barrett offered to assist Commissioner Gould with reviewing the letters of intent and resumes received. Commissioner Gould is to provide a status report at the July 16<sup>th</sup> Board Meeting.

**XIII. Recess into Executive Session**

There was none.

**XIV. Reconvene to Open Session**

There was none.

**XV. Possible Action on Matters Discussed in Executive Session**

There was none.

**XVI. Closing Comments**

Executive Director Kathy Nowicki commented about the Coca-Cola's "America's Favorite Park" Contest that Lions Park is participating in and encouraged the Board to vote. The winning Park will receive a Recreation Grant to be used at that Park for \$100,000, \$50,000 for 2<sup>nd</sup> Place, \$25,000 for 3<sup>rd</sup> Place and \$15,000 for a Wildcard randomly selected from a Park that places in 4<sup>th</sup> through 25<sup>th</sup> Place. Last year, Lions Park placed 28<sup>th</sup> out of over 9,000+ Parks.

Commissioner Malouf requested for Golf Director Marc Heidkamp to attend the July Board Meeting.

Commissioner Barrett discussed holding a more formal tribute to Commissioner Pat Ludvigsen. Kathy will discuss scheduling of recognition date with Paulette Ludvigsen.

**XVII. Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:31 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary