

**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, JULY 16, 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	Dave Figgins – Superintendent of Recreation
Lisa Gould	Annette Curtis – Business Manager
Karl Jackson	Marc Heidkamp – Director of Golf (arrived at 7:10 p.m.)
Tim Jones	James Lennon – Park District Attorney
Mark Malouf	Edlyn Castil – Administrative Assistant/Recording Secretary

Commissioners absent:  
None

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Dave Figgins.

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

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

**III. Correspondence**

**A. City of Prospect Heights Proclamation dated June 24, 2013**

**B. Special Leisure Services Foundation (SLSF) letter dated June 27, 2013**

**C. IAPD Legislative Update dated July 10, 2013**

**IV. Recognition/Welcome**

**A. Residents -** Julie Melino, Joe Paninato and Thomas Musolf all of Creekside Condos.

**B. Employee Recognition** – Executive Director Kathy Nowicki recognized Annette Curtis and the team who assisted with the implementation of the new accounting software, who included Nancy Salt, Christine Kelly and Edlyn Castil.

**V. Approval of Minutes**

**A. Regular Board Meeting – June 18, 2013**

A motion was made by Commissioner Jackson and seconded by Commissioner Jones to approve the June 18, 2013 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

**VI. Park District Treasurer's Report****A. Cash Report #06**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #06 dated July 16, 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 Jones to accept Warrants for payment as submitted for Vendor Warrants # 5, 5A, 5B, 5C, 5D, 5E, Payroll 9, 10, 11 and Refund #05. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Jones, Malouf

Nays: None

Absent: None

The motion carried. See Appendix B.

**C. Cash Report #07**

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to accept the Treasurer's Report – Cash Report #07 dated July 16, 2013 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix C.

**D. Approval of Warrants for Payment**

A motion was made by Commissioner Gould and seconded by Commissioner Jones to accept Warrants for payment as submitted for Vendor Warrants # 6, 6A, 6B, 6C, 6D, Payroll 12, 13 and Refund #06. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Jones, Malouf

Nays: None

Absent: None

The motion carried. See Appendix D.

**VII. Business Manager Report****A. YTD Fund Summary – as submitted****B. Recreation Fund Summary – as submitted**

Business Manager Annette Curtis also commented that the new accounting software is wonderful. The reporting of financials is on target for August.

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

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

**IX. Administrative / Operational Summary**

**A. Executive Director – as submitted.** Executive Director Kathy Nowicki also reported about the meeting she attended last Wednesday with the Village of Mount Prospect, the new Mount Prospect Mayor, Bonnie and Midori's Attorney, regarding the OOC Banquet resident noise complaints. A more proactive protocol is being drafted by Midori's Attorney. There will potentially be fines applied should there be substantiated police reports related to the noise complaints.

**B. Superintendent of Recreation and Parks – as submitted.** Superintendent of Recreation Dave Figgins also reported that the summer months are a busy time at the Park District. The Pool had a slow start due to the weather. They have some specials that are being offered to help bring patrons into the pool.

**C. Director of Golf Operations – as submitted.** OOC Golf Director Marc Heidkamp also commented that they are hoping for better weather. Approximately twenty ash bore trees need to



**XIV. New Business**

**A. Preliminary 2014 Budget Timeline**

Executive Director Kathy Nowicki reported that the preliminary 2014 Budget Timeline was included in the Board packet. Commissioner Malouf requested that the Finance Committee receive a first draft of the Budget on October 18.

**XIV. New Business (continued)**

**B. Prevailing Wage Ordinance 07.16.13**

A motion was made by Commissioner Barrett and seconded by Commissioner Jones to adopt the Prevailing Wage Ordinance 07.16.13 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Jones

Nays: None

Abstain: Commissioner Malouf

Absent: None

The motion carried.

**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**

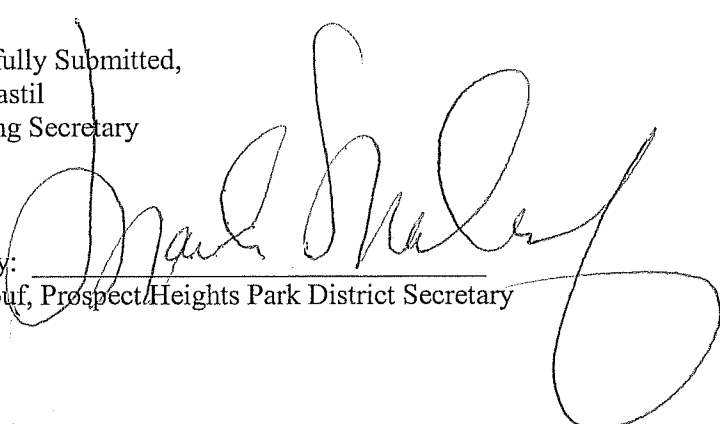
Executive Director Kathy Nowicki reported that July is National Parks and Recreation Month. PHPD placed 32<sup>nd</sup> out of about 12,000 participating Parks in Coca-Cola's America's Favorite Parks contest. She thanked everyone for participating and voting.

Commissioner Barrett read the Proclamation from the City of Prospect Heights proclaiming July 2013 as Parks and Recreation Month in the City of Prospect Heights.

**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 7:56 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