

**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, SEPTEMBER 16, 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 7:07 p.m.

Commissioners present:

Terry Curtis
Lisa Gould
Karl Jackson (arrived at 7:18 p.m.)
Tim Jones
Bob Loranger

Also Present:

Kathy Nowicki – Executive Director
Julie Caporusso – Superintendent of Recreation
Nancy Salt – Accounting Manager
Marc Heidkamp – Director of Golf Operations
Marci Glinski – Supervisor of Recreation
James Lennon – Park District Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Art Gollberg
Mark Malouf

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

III. Correspondence

A. Speer Financial, Inc letter dated August 19, 2014

B. Illinois Association of Park Districts IAPD email dated August 29, 2014

C. Winter/Spring PHPD Brochure Advertising Rates

Executive Director Kathy Nowicki received a Notice of Public Hearing related to a proposed assisted living facility on Elmhurst Road and Palatine Road and a Thank You card.

IV. Recognition/Welcome

A. Residents – There were none.

B. Employee Recognition - Jerry Arden and OOCC Grounds Crew

Director of Golf Operations Marc Heidkamp recognized Jerry Arden and the OOCC Grounds Crew for their hard work with getting the golf course ready for the season after the brutal winter and the challenges they faced with the clean-up after the 9/5/14 storm.

C. Guests – There were none.

V. Approval of Minutes

A. Committee of the Whole Meeting – August 19, 2014, 2014

A motion was made by Commissioner Jones and seconded by Commissioner Gould to approve the August 19, 2014 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote with three absent (Commissioners Gollberg, Jackson, Malouf). The motion carried.

V. Approval of Minutes (continued)**B. Regular Board Meeting -- August 19, 2014**

There was discussion about amending the 08/19/14 Regular Board Meeting Minutes, Item IX Attorney's Report, last sentence to read "The material was removed however a fine of \$1,250 was assessed to each the Park District and Bara Inc. for a total of \$2,500.

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to approve the August 19, 2014 Regular Board Meeting Minutes as amended. The motion was unanimously approved with a voice vote with three absent (Commissioners Gollberg, Jackson, Malouf). The motion carried.

VI. Announcements (Meetings)

A. Committee of the Whole Meeting	10/06/14	6:00 PM	GMRC
B. Regular Board Meeting	10/21/14	7:00 PM	GMRC

VII. Park District Treasurer's Report**A. Cash Report #9**

A motion was made by Commissioner Gould and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #9 dated September 16, 2014 as submitted. The motion was unanimously approved with a voice vote with three absent (Commissioners Gollberg, Jackson, Malouf). The motion carried. See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 8, 8A, 8B, 8C, 8D, 8E, Payroll 16, 17 and Refund #8. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Jones, Loranger,

Nays: None

Absent: Commissioners Gollberg, Jackson, Malouf

The motion carried. See Appendix B.

Commissioner Jackson arrived at 7:18 p.m.

VIII. Accounting Manager Report

A. YTD Fund Summary – as submitted.

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 inquired with the Board about establishing a Consent Agenda. She was directed to draft a Consent Agenda and present it to the Board at the next Regular Board Meeting. Commissioner Jones asked for an update about the PHWYBS memo. Kathy reported it is work in progress. The Park District is waiting for PDRMA to provide their recommendation related to the maintenance of School District property for a 3rd party. Commissioner Loranger has been involved with the PHPD and PHWYBS Memorandum of Understanding.

X. Administrative / Operational Summary (continued)

B. Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso highlighted that the Fitness Challenge has gone over well with over 50 patrons signed-up.

- Commissioner Loranger followed up from last month’s meeting about any ideas on how to increase the Fitness Center membership. Julie reported they are including a Fitness Center pass coupon in the winter brochure.

- Commissioner Gould asked about the Camp lunch offering. Supervisor of Recreation Marci Glinski provided n overview of the 2014 Camp lunch offering and the plans for the 2015 Summer Camp.

C. Superintendent of Facilities and Parks – as submitted.

D. Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp also commented about the need to dispose of some Grounds equipment. Executive Director Kathy Nowicki explained a Resolution is required in order to dispose of the equipment. Marc also reported that the Fence Contractor came out to OCCC however Marc does not have a quote yet.

E. Superintendent of Greens – as submitted.

F. Administrative/Operational Updates

- **2015 Budget Timeline** – The 2015 Budget Timeline was reviewed.
- **Concessions Operation Report** – The Concessions Operation Report was reviewed.

Supervisor of Recreation Marci Glinski departed at 7:50 p.m.

XI. Public Comment

There were none.

XII. Unfinished/Ongoing Business

A. Walnut Woods Pond – There was no update.

B. McDonald Field Parking Lot Improvement Project - Executive Director Kathy Nowicki reported the permit was submitted to the Cook County Department of Highway & Transportation. There was discussion about contacting PHWFA and requesting them to remove their trailer from the McDonald Field parking lot.

XIII. New Business

A. Audit Services 2014-2016

Accounting Manager Nancy Salt reported an RFP was submitted to three audit firms. Proposals were received from all three firms, Sikich, Knutte & Associates and Seldon Fox. There was discussion about the proposals received.

A motion was made by Commissioner Jackson and seconded by Commissioner Gould to accept the proposal for Audit Services 2014-2016 from Knutte & Associates. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Gollberg, Malouf

The motion carried.

XIII. New Business (continued)

B. General Obligation Tax Bonds Series 2014

There was discussion over the General Obligation Tax Bonds Series 2014. The Ordinance will be placed on the October Regular Board Meeting Agenda.

C. Refunding/Restructuring Series 2005 Alternate Bonds

Executive Director Kathy Nowicki reported that she, Accounting Manager Nancy Salt and Commissioners Gould and Malouf met with Dave Phillips of Speer Financial. Dave Phillips reviewed with them the three options they had with the refunding/restructuring of the Series 2005 Alternate Bonds.

The three options were reviewed by the Board. After further discussion, there was a Board consensus to go with Option A.

XIV. Recess into Executive Session

There was none.

XV. Reconvene to Open Session

There was none.

XVI. Possible Action on Matters Discussed in Executive Session

There was none.

XVI. Closing Comments

There were none.

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:28 p.m. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Malouf). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
M. Malouf, Prospect Heights Park District Secretary