

**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 17, 2013**

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

Tim Jones

Also Present:

Kathy Nowicki – Executive Director

Dave Figgins – Superintendent of Recreation

Annette Curtis – Business Manager

James Lennon – Park District Attorney

Edlyn Castil – Administrative Assistant/Recording Secretary

Commissioners absent:

Mark Malouf

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

III. Correspondence

A. Prospect Heights Plan/Zoning Board of Appeals notice received August 30, 2013

B. Special Leisure Services Foundation (SLSF) letter dated August 29, 2013

C. SLSF Impact Newsletter – Fall 2013

IV. Recognition/Welcome

A. Residents - Residents Art Goldberg and Bob Loranger and Shana Ward, PHPD Employee.

B. Employee Recognition – Superintendent of Recreation Dave Figgins recognized Shana Ward. Shana works at the Front Desk at GMRC in the evenings, Monday through Friday. She started working for the Park District last December. Dave commended Shana for her superior customer service skills.

V. Announcements (Meetings)

A. Committee of the Whole

10/01/13

6:30 PM

GMRC

B. Regular Board Meeting

10/15/13

7:00 PM

GMRC

VI. Board Vacancy (September 2013-April 2015) Commissioner Oath of Office

Park Attorney swore in Art Gollberg and Bob Loranger. Commissioner Gollberg and Loranger's term of office to the Prospect Heights Park District Board is from September 2013 to April 2015.

VII. Approval of Minutes**A. Regular Board Meeting – August 27, 2013**

A motion was made by Commissioner Gollberg and seconded by Commissioner Jackson to approve the August 27, 2013 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

VIII. Park District Treasurer's Report**A. Cash Report #09**

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #09 dated September 17, 2013 as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried. See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to accept Warrants for payment as submitted for Vendor Warrants # 8, 8A, 8B, 8C, 8D, Payroll 16, 17 and Refund #08. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Gollberg

Absent: Commissioner Malouf

The motion carried. See Appendix B.

IX. Business Manager Report**A. YTD Fund Summary – as submitted****X. Attorney's Report**

A. Legal Matters - Attorney Jim Lennon reported that at the last meeting he was directed to initiate a letter per Executive Session discussion. He initiated the letter and at this time no additional follow up is necessary.

XI. Administrative / Operational Summary

A. Executive Director – as submitted. In addition to her report, Executive Director Kathy Nowicki discussed setting a date for a Parks Tour of the fourteen properties. It was decided to hold the Parks Tour on Friday, October 25, 2013 at 2:30 pm.

B. Superintendent of Recreation and Parks – as submitted.

C. Director of Golf Operations – as submitted.

D. Superintendent of Greens – as submitted.

E. Administrative/Operational Updates – There were none.

XII. Public Comment

There were none.

XIII. Unfinished / Ongoing Business

There were none.

XIV. New Business

A. Nomination and Election of Officers

1.) Board President

A motion was made by Commissioner Jackson and seconded by Commissioner Jones to open the nominations for the remaining term of the 2013-2014 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to nominate Terry Curtis as Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to close nominations for the 2013-2014 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to elect Terry Curtis Park Board President by acclimation. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Malouf

The motion carried.

2.) Board Vice-President

A motion was made by Commissioner Jones and seconded by Commissioner Gould to open the nominations for the remaining term of the 2013-2014 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to nominate Karl Jackson as Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to close nominations for the 2013-2014 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

A motion was made by Commissioner Gollberg and seconded by Commissioner Jones to elect Karl Jackson Park Board Vice-President by acclimation. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Malouf

The motion carried.

XIV. New Business (continued)

B. Board Policy Manual

Executive Director Kathy Nowicki commented that Draft 1 of the proposed Board Policy Manual was included in the Board Packet. The Anti-Bullying Policy would be included in the manual as an appendix. There are five items for discussion: Benefits, Employment with the District, Meeting Attendance, Behavior and Program Fees. Commissioners are to review the draft and submit any comments/revisions to Commissioner Curtis by September 30th. There will be continued discussion at the October 1st Committee of the Whole Meeting.

XV. Recess into Executive Session

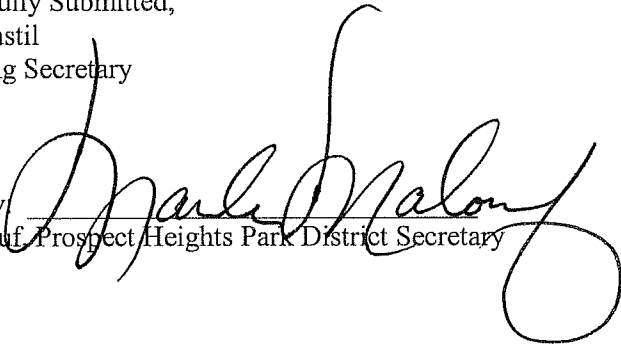
There was none.

XVI. Adjournment

With no further business to discuss a motion was made by Commissioner Jackson and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 7:38 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioner Malouf). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary
M. Malouf, Prospect Heights Park District Secretary

A large, stylized handwritten signature in black ink, which appears to be 'M. Malouf', is written over the typed name of the Secretary.