

**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, MARCH 17, 2015**

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 7:07 p.m.

Tim Jones

Bob Loranger

Mark Malouf

Also Present:

Kathy Nowicki – Executive Director

Julie Caporusso – Superintendent of Recreation

Dino Squiers – Superintendent of Facilities & Parks

Marc Heidkamp – Director of Golf arrived at 7:08 p.m.

Scott Devlin – Accounting Manager

James Lennon – Park District Attorney arrived at 7:05 p.m.

Commissioners absent:

Art Gollberg

Edlyn Castil – Admin. Asst./Recording Secretary

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 Jones to approve the agenda as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

III. Recognition/Welcome

A. Residents – Residents C. Sable, Boy Scout Troup 468 and Will Wagner were in attendance.

IV. Correspondence

A. IAPD Legislative Update dated February 27, 2015

B. Indian Trail Public Library District letter dated March 2, 2015

V. Approval of Minutes

A. Regular Board Meeting – February 17, 2015

Commissioner Malouf requested for Item V. A. of the February 17, 2015 Regular Board Minutes be corrected to read “...The motion was approved with a voice vote with one abstain (Commissioner Malouf) and with two absent (Commissioners Jackson, Jones).” Commissioner Curtis noted Item XVI. Motion should include “Review in 6 months.”

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the February 17, 2015 Regular Board Meeting Minutes as amended. The motion was approved with a voice vote with one abstain (Commissioner Jones) and two absent (Commissioners Gollberg, Jackson). The motion carried.

VI. Announcements (Meetings)

A. Regular Board Meeting **04/21/15** **7:00 PM** **GMRC**

VII. Park District Treasurer's Report**A. Cash Report #3**

A motion was made by Commissioner Gould and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #3 dated March 17, 2015 as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried. See Appendix A.

Commissioner Jackson arrived at 7:07 p.m.

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 # 2, 2A, 2B, 2C, Payroll 3, 4 and Refund #2. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Gollberg

The motion carried. See Appendix B.

VIII. Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that the Warrants now included a Report Summary.

Commissioner Malouf requested for more information be provided to the Board at a future meeting explaining the services provided by NWSRA so that the Board has a better understanding.

III. Recognition/Welcome (continued)**B. Employee Recognition – PHPD Service Anniversaries**

Executive Director Kathy Nowicki recognized two milestones, Julie Caporusso's 30 years of service to PHPD and Marc Heidkamp's, Jerry Arden's, Este Burciaga's and Mike Arden's 35 years of service to OCCC. All will be recognized at the All Staff Meeting on 3/20/15.

IX. Attorney's Report

A. Legal Matters – as submitted. Attorney Jim Lennon also reported the Annual Budget and Tax Bond Abatement were filed with the Cook County Clerk's Office and both were accepted.

X. Administrative / Operational Summary

A. Executive Director – as submitted. In addition to Executive Director Kathy Nowicki's report, she informed the Board that the new Summer 2015 Brochures were distributed; Walnut Woods HOA President indicated interest in engaging the City of Prospect Heights in discussion related to permit requirements for pond restoration. No new information related to Tully Park property.

Commissioner Curtis commented about IAPD's 2015 Commissioner's Boot Camp. She encouraged all Commissioners to attend.

X. Administrative / Operational Summary (continued)

B. Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that in the new Summer 2015 Brochure, the Park District has added Nature Classes (found on page 14). A new incentive was established to increase Fitness Memberships. There was lengthy discussion about the GMRC Fitness Membership vs. memberships to surrounding newer, larger, Fitness Centers with low monthly memberships.

C. Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported that the whirlpool was patched and is functioning at this time. Dino received 3 bids for the whirlpool ranging from \$7,200 to \$25,000. He provided the Board with an update of the baseball fields' condition. Seasonal hiring for the Parks has begun.

The Board discussed the need for future facility planning for the Park District.

D. Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp plans to open the golf course on Friday, 3/20/15 weather permitting. He also reported that he and Kathy have been working with St. Viator golf program to fund a practice area at OCCC. More information will be presented at the next meeting.

E. Superintendent of Greens – as submitted.

F. Administrative/Operational Updates

- 2015 PHPD Goals – Executive Director Kathy Nowicki presented the 2015 PHPD Goals. She will provide the Board with a quarterly spreadsheet detailing which Staff members are involved with each goal and the progress/status of the goals.

It was discussed that a Committee of the Whole Meeting should be scheduled to discuss Park District Facility Development Plan. It was decided that a Committee of the Whole Meeting will be scheduled on Tuesday, April 14, 2015 at 7:00 p.m. at Gary Morava Recreation Center.

XI. Public Comment

Resident Will Wagner thanked the Park District for shoveling the sidewalks along Camp McDonald Road during the winter. He commented about the Board Meeting Minutes and Budget on the website, and the appearance of the Park District property around GMRC.

Park Attorney Jim Lennon advised the Board to post Minutes on the website after they are approved by the Board. The Board requested for the Minutes be sent to them for review within one week of the Board Meeting.

XII. Unfinished/Ongoing Business**A. PHPD and PHWYBS Memorandum of Understanding**

PHWYBS Board reviewed the Memorandum of Understanding and accepted the document with one addition on page 1 Item I. 4 to read “PHWYBS is permitted to display sponsorship banners at Lions Field and McDonald Field pursuant to the....”. The PHPD Board was in consensus and accepted the one addition.

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to accept the PHPD and PHWYBS Memorandum of Understanding as amended. The motion was unanimously approved with a voice vote with one absent (Commissioner Gollberg). The motion carried.

XIII. New Business

A. OOCC Grounds Mower

There was discussion about the purchase of the budgeted OOCC Grounds mower. The Park District will need to publicly bid the mower because this would be an equipment purchase over \$20,000. A public notice will be placed in the Daily Herald. Approval of mower purchase will be an agenda item on April 21, 2015 Regular Board Meeting Agenda.

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.

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:22 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioner Gollberg). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
M. Malouf, Prospect Heights Park District Secretary