

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  
THURSDAY, APRIL 15, 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 7:01 p.m.

Commissioners present:

Terry Curtis  
Lisa Gould  
Karl Jackson  
Bob Loranger  
Mark Malouf

Also Present:

Kathy Nowicki – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Nancy Salt – Accounting Manager  
James Lennon – Park District Attorney  
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Art Gollberg  
Tim Jones

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Terry Curtis.

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

Commissioner Curtis discussed moving Item XIII. A. 2013 Audit Presentation after Item VII.

A motion was made by Commissioner Malouf and seconded by Commissioner Jackson to move Item XIII. A. after Item VII. The motion was unanimously approved with a voice vote with two absent (Commissioners Gollberg, Jones). The motion carried.

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

**III. Correspondence**

**A. PDRMA Health in Action Newsletter March 2014**

**B. Illinois Association of Park Districts (IAPD) Legislative Updates 3/21/14-4/4/14**

**C. Cook County Clerk's Ethics Department email dated 03/25/14**

**IV. Recognition/Welcome**

**A. Residents** - There were none.

**B. Recognition/Awards** – Executive Director Kathy Nowicki recognized Barry McGee, contractual IT Staff.

**C. Guests** – Brian Lefevre, Sikich LLP, Tracey Crawford, NWSRA Director, Julie Clasen, NWSRA Superintendent of Recreation and Brian Selders, NWSRA Manager of Public Relations and Marketing were present.

**V. Approval of Minutes****A. Regular Board Meeting – March 18, 2014**

A motion was made by Commissioner Loranger and seconded by Commissioner Gould to approve the March 18, 2014 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with one abstain (Commissioner Malouf) and two absent (Commissioners Gollberg, Jones). The motion carried.

**VI. Announcements (Meetings)**

<b>A. Regular Board Meeting</b>	<b>05/20/14</b>	<b>7:00 PM</b>	<b>GMRC</b>
<b>B. Annual Park Tour</b>	<b>05/29/14</b>	<b>2:00 PM</b>	<b>Lions Park</b>

**VII. Park District Treasurer's Report****A. Cash Report #4**

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #4 dated April 15, 2014 as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jones). 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 # 3, 3A, 3B, 3C, 3D, Payroll 5, 6 and Refund #3. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Gollberg, Jones

The motion carried. See Appendix B.

**XIII. New Business****A. 2013 Audit Presentation**

Brian Lefevre of Sikich LLP reviewed the CAFR YE 12/31/13 and the Auditor's Communication to the Board of Park Commissioners. Commissioner Loranger asked how 2013 compares to other years. Brian indicated that pages 64-65 of the CAFR include the last 10 years of data. Commissioner Malouf inquired about the deficiencies that were listed in the Auditor's Communication to the Board of Park Commissioners. There was discussion about the actions that have or will be taken to correct the deficiencies.

**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 requested that the Board e-mail her to let her know whether or not they can attend the Park Tour on 5/29/14. The Mayor's Breakfast is scheduled on 5/3/14. Commissioners are to RSVP to Edlyn by 4/20/14. Commissioner Curtis, Gould, Loranger and Malouf stated they plan on attending. Kathy also reminded the Board of the upcoming SOEI deadline.

**X. Administrative / Operational Summary (continued)**

**B. Superintendent of Recreation and Parks** – as submitted. Superintendent of Recreations Julie Caporusso reported that the Park District received the IAPD Power Play Grant of \$1,000. Commissioner Malouf commented about the Front Desk Staff greeting patrons and inquired about the Spring Softball Leagues Program. Julie will follow up on both items. Commissioner Loranger commented about the decrease in Fitness Center Memberships.

**C. Director of Golf Operations** – as submitted. Kathy reported the condition of Approx. 5-6 greens at OCCC were impacted by the harsh winter weather conditions. A property claim has been submitted to PDRMA.

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

**E. Administrative/Operational Updates**

- NWSRA Research and Outreach Initiative (ROI) - Tracey Crawford, NWSRA Director, Julie Clasen, NWSRA Superintendent of Recreation and Brian Selders, NWSRA Manager of Public Relations and Marketing provided an overview of NWSRA services and a presentation about the NWSRA ROI.
- OCCC Clubhouse Sound Monitoring – There have been procedures established for the sound monitoring at OCCC Clubhouse. This will be revisited in 4 weeks. Commissioner Malouf commented that the Park District is currently sharing in the expense with Midori for sound monitoring. The expense will be reviewed at the end of May.

**XI. Public Comment**

There were none.

**XII. Unfinished/Ongoing Business**

There were none.

**XIII. New Business****A. 2013 Audit Approval**

A motion was made by Commissioner Loranger and seconded by Commissioner Malouf to approve the 2013 Audit. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Gollberg, Jones

The motion carried.

**B. ADA Parking Stall and Walkway Improvement Bid Approval**

Executive Director Kathy Nowicki reported that 15 contractors picked-up up a bid packet and 4 contractors submitted a bid. The Bid opening was held on 4/10/14. The low bid was received from Durapave with a bid of \$39,768.80. Kathy recommended accepting this low bid. Commissioner Malouf discussed not accepting any bids and rebidding the project. There was discussion about approaching capital projects more strategically and obtaining better pricing.

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to accept the low bid from Durapave not to exceed \$39,768.80. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Gollberg, Jones

The motion carried.

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.

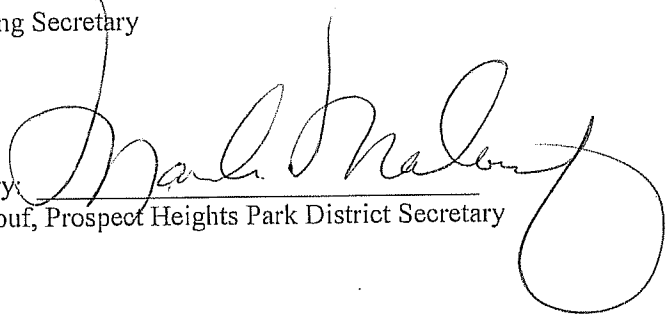
XVI. Closing Comments

There was none.

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Gould and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 8:53 p.m. The motion was unanimously approved by a voice with two absent (Commissioners Gollberg, Jones). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary