

**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, JUNE 17, 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 7:03 p.m.

Commissioners present:

Terry Curtis

Lisa Gould

Tim Jones

Bob Loranger

Mark Malouf

Also Present:

Kathy Nowicki – Executive Director

Julie Caporusso – Superintendent of Recreation

Nancy Salt – Accounting Manager

Dino Squiers – Superintendent of Facilities & Parks

Marc Heidkamp – Director of Golf Operations

Marci Glinski – Supervisor of Recreation

Laura Fudala – Supervisor of Recreation

James Lennon – Park District Attorney

Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

Art Gollberg

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 Jones and seconded by Commissioner Loranger 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. Correspondence**

**A. Park District Risk Management Agency PDRMA 2013 Annual Report**

**B. PDRMA Health in Action Newsletter**

**C. City of Prospect Heights letter dated June 9, 2014**

**D. Illinois Department of Natural Resources IDNR email dated June 11, 2014**

Executive Director Kathy Nowicki passed around two additional “thank you” cards that were received after the board packet was distributed.

**IV. Recognition/Welcome**

**A. Residents** - Sal Palazzolo, James Fennig, Tom Musolf and Julie Melino

**B. Guests** – There were none.

**C. Employee Recognition** – Superintendent of Recreation Julie Caporusso recognized Nate Brunner for his excellent customer service. Nate will be recognized at the next All Staff Meeting. Commissioner Loranger commented that Nate is very friendly, outgoing and very positive.

**V. Approval of Minutes****A. Regular Board Meeting – May 20, 2014**

A motion was made by Commissioner Loranger and seconded by Commissioner Gould to approve the May 20, 2014 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

**B. Committee of the Whole Meeting – May 29, 2014**

A motion was made by Commissioner Malouf and seconded by Commissioner Jones to approve the May 29, 2014 Committee of the Whole Meeting Minutes as submitted. The motion was approved by a voice vote with two absent (Commissioners Gollberg, Jackson). The motion carried.

**VI. Announcements (Meetings)**

**A. Regular Board Meeting**                      07/15/14              7:00 PM              GMRC

**VII. Park District Treasurer's Report****A. Cash Report #6**

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #6 dated June 17, 2014 as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Gollberg, Jackson). 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, Payroll 9, 10, 11 and Refund #5. The motion was unanimously approved by a roll call vote.

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

Nays:                      None

Absent:                      Commissioners Gollberg, Jackson

The motion carried. See Appendix B.

**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 commented about the article that she and Agnes Wojnarski of the Prospect Heights Natural Resource Commission wrote and how it was published.

**B. Superintendent of Recreation and Parks** – as submitted. Superintendent of Recreation Julie Caporusso commented that the Park District is off to a great start with the Summer Camp Program and that the Pool completed their first audit.

**C. Director of Golf Operations** – as submitted. Director of Golf Marc Heidkamp commented that the month of May has been great. A new league started. OOC signed-up 74 people for the \$50 Resident Card.

**D. Superintendent of Greens** – as submitted. Director of Golf Marc Heidkamp commented that they have submitted all bills for the damage to the greens. However, there are no results from the insurance company at this time.

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

- Department Reports
  - The Active Adults, Special Events, Youth Leagues and KinderStop/KidStop Reports were reviewed.
  - Parks Tour Summary – Executive Director Kathy Nowicki distributed to the Board highlighted updates for each of the Park District properties. Commissioner Curtis commented that the concrete steps in the back of GMRC look nice and they did a great job. She also stated that after the Parks Tour and concerns were addressed, the Parks now look great. Commissioner Loranger thanked Kathy for addressing the issues quickly. Commissioner Malouf commented about the McDonald Field parking lot. Kathy responded that the repairs to the parking lot are pending; awaiting response from Cook County Real Estate Department.

*Laura Fudala, Marci Glinski and Dino Squiers departed the meeting.*

**XI. Public Comment**

Resident Tom Musolf commented about the Midori noise abatement. He is recommending for Midori to obtain an acoustical engineering report.

Resident Julie Melino commented about the Midori noise abatement.

Resident Sal Palazzolo requested for a copy of the Parks Tour notes and inquired about what will be done with the Parks next year in preparation for the baseball season.

**XII. Unfinished/Ongoing Business****A. ADA Parking Stall and Walkway Improvement Project**

Executive Director Kathy Nowicki reported the project was completed as of today. The City of Prospect Heights did their inspection this morning. The contracted Engineer was on the premise most of the day. Kathy will submit a report to the Attorney General. Commissioner Gould commented about an error in a date in Kathy's Board Report related to this item. Commissioner Jones commented about submitting the payment to the contractor after the Attorney General reviews the project.

**B. Walnut Woods Pond**

Executive Director Kathy Nowicki reported the Walnut Woods Pond Homeowner Association is seeking engineering services related to pond restoration. MWRD will review the project plans. The proposed cost of Phase I is about \$7,000 per property owner with a total of about \$42,000-\$43,000. Kathy will provide more information at the next Board Meeting.

**XIII. New Business****A. 14 Passenger Bus**

Superintendent Julie Caporusso discussed the purchase of a 14 Passenger Bus. The bus would be used for KinderStop, Summer Camp, Kids Day Off and Active Adult Trips. The cost of the bus is a budgeted item however the cost of the proposed bus exceeds the budgeted amount by \$9,000. Commissioner Gould commented about the difficulty justifying purchasing a bus for the use of recreation programs that are not profitable. Commissioner Malouf commented that the need for the bus needs to be justified. He requested for a cost benefit analysis be completed and the information be provided at the next Board Meeting outlining the cost to lease a bus vs. purchasing a bus. This item will be placed on the next Board Agenda.

**XIII. New Business (continued)**

**B. 2014 Audit**

Executive Director Kathy Nowicki discussed obtaining an auditing firm to complete the Park District's 2014 Audit. Sikich has audited the Park District from 2009-2013. They assisted the Park District with completing its first CAFR. Kathy has requested a proposal from Sikich for 2014-2016. The Board requested three quotes for auditing services.

**C. 2011-2016 Comprehensive Park Master Plan**

There was discussion about holding a Committee of the Whole Meeting in July prior to the Regular Board Meeting to discuss the 2011-2016 Comprehensive Park Master Plan. Commissioner Loranger discussed developing a Comprehensive Park Master Plan template.

**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.

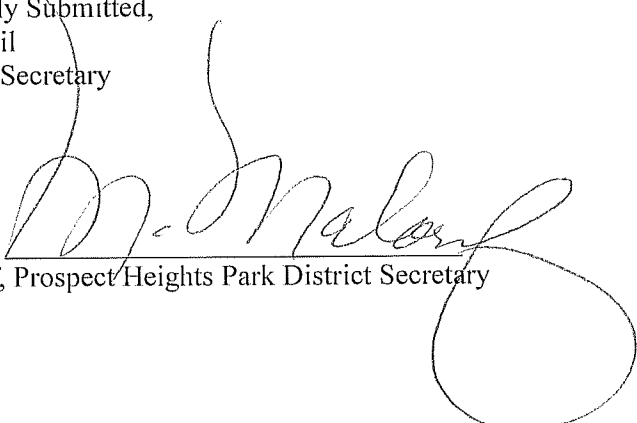
**XVI. Closing Comments**

There were none.

**XVII. Adjournment**

With no further business to discuss a motion was made by Commissioner Gould and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:09 p.m. The motion was unanimously approved by a voice with two absent (Commissioners Gollberg, Jackson). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary