

**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, DECEMBER 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
Art Gollberg
Lisa Gould
Karl Jackson
Tim Jones
Bob Loranger
Mark Malouf

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation
Marc Heidkamp – Director of Golf
Nancy Salt – Business Manager
James Lennon – Park District Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Terry Curtis.

II. Corrections / Additions / Approval of Agenda

Commissioner Loranger requested to amend the Agenda and add Item F. City of Prospect Heights Public Meeting under Section X. Administrative/Operational Summary.

A motion was made by Commissioner Gollberg and seconded by Commissioner Loranger to approve the agenda as amended. The motion was unanimously approved by a voice vote. The motion carried.

III. Correspondence

A. Park District Risk Management Association PDRMA letter dated 11/26/13

B. Office of Attorney General, Lisa Madigan letter dated 12/7/13

Superintendent of Recreation Dave Figgins discussed the issue with the GMRC parking lot. There are adequate parking spaces however there are issues with the slope of the ADA parking. The Park District secured an Engineer to address the slope to meet the ADA requirements and storm water management. The Engineer was at the Park District yesterday to shoot the grades. The Attorney General also recommended an additional handicap parking stall by the Tennis Court. More information to follow. The deadline to submit information back to the Attorney General is January 6, 2014. Commissioner Malouf requested to see a copy of the Engineering Report once it is completed.

Commissioner Curtis received a thank you card from Donna Barrett.

IV. Recognition/Welcome

A. Residents - There were none.

B. Employee Recognition – Superintendent of Recreation Dave Figgins recognized Georges Eber. Georges has worked for the Park District for a number of years. This year he was rehired as the Assistant Pool Manager. Georges helped when a Staff member went on a leave of absence. Georges works in the KidStop Program and Front Desk. He is very dependable and helped organize the Youth Basketball Program and assisted with the Youth Floor Hockey Program. .

V. Approval of Minutes**A. Committee of the Whole – November 19, 2013**

A motion was made by Commissioner Jones and seconded by Commissioner Gould to approve the November 19, 2013 Committee of the Whole Meeting Minutes as submitted. The motion was approved by a voice vote with two abstains (Commissioners Gollberg and Jackson). The motion carried.

B. Regular Board Meeting – November 19, 2013

A motion was made by Commissioner Loranger and seconded by Commissioner Jones to approve the November 19, 2013 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with two abstains (Commissioners Gollberg and Jackson). The motion carried.

VI. Announcements (Meetings)

A. Regular Board Meeting	01/21/14	7:00 PM	GMRC
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VII. Park District Treasurer’s Report**A. Cash Report #12**

A motion was made by Commissioner Gould and seconded by Commissioner Jones to accept the Treasurer’s Report – Cash Report #12 dated December 17, 2013 as submitted. The motion was unanimously approved by a voice vote. 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 # 11, 11A, 11B, 11C, 11D, Payroll 22, 23 and Refund #11. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried. See Appendix B.

VIII. Business Manager Report

A. YTD Fund Summary – as submitted. Business Manager Nancy Salt also reported the YTD Fund Summary reflects two bond payments.

IX. Attorney’s Report

A. Legal Matters - Attorney Jim Lennon reported he is working on a Tax Rate Objection case on behalf of the Prospect Heights Park District. The case includes years 2007, 2008, 2009 and 2010. He attended an initial status update in early December. The next status update is scheduled on March 6, 2014. He will report back to the Board regarding this matter at the March Regular Board Meeting.

X. Administrative / Operational Summary

A. Executive Director – as submitted. Executive Director Kathy Nowicki highlighted the IAPD Boot Camp insert. The Boot Camp will be held on Saturday, January 25, 2014 at the Downtown Hyatt. Commissioners were encouraged to attend. Commissioners are to RSVP to Kathy so she can pre-register them for the Boot Camp.

B. Superintendent of Recreation and Parks – as submitted. Superintendent of Recreation Dave Figgins commented about the change in hours at GMRC starting January 5, 2014. GMRC will be open at 9 am on Sundays through March 2014.

C. Director of Golf Operations – as submitted.

D. Superintendent of Greens – as submitted.

E. Administrative/Operational Updates – There were none.

F. City of Prospect Heights Public Meeting – Several of the Commissioners attended the City of Prospect Heights Planning Meeting. Commissioner Curtis provided an overview of the meeting. She encouraged the Commissioners to complete the online survey. Commissioner Jones is involved with the Steering Committee. Another public meeting will be held at a future date.

XI. Public Comment

There were none.

XII. Unfinished/Ongoing Business

A. 2014 Budget – Draft 3 was moved for discussion to XVI.

B. Board Policy Manual

Commissioner Curtis reviewed the proposed Board Policy Manual. There was discussion regarding the section related to Commissioner Absence. Further review is needed. Attorney Jim Lennon will compose a memo discussing options on whether or not to include in the policy. This item will be brought back to the next meeting.

There was discussion about holding a Committee of the Whole Meeting prior to the Regular Board Meeting in January. A Committee of the Whole Meeting will be scheduled for 6:30 p.m. on Tuesday, January 21, 2014.

XIII. New Business**A. Public Hearing – Tax Levy Ordinance 12.17.13**

A motion was made by Commissioner Gollberg and seconded by Commissioner Jackson to open the Public Hearing for the Tax Levy Ordinance 12.17.13. The motion was unanimously approved by a voice vote. The motion carried.

There being no one in the audience and no questions related to the Tax Levy Ordinance 12.17.13, a motion was made by Commissioner Gollberg and seconded by Commissioner Jackson to close the Public Hearing. The motion was unanimously approved by a voice vote. The motion carried.

B. Approve Property Tax Extension Resolution 12.17.13

A motion was made by Commissioner Gollberg and seconded by Commissioner Loranger to adopt Property Tax Extension Resolution 12.17.13 as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

XIII. New Business (continued)

C. Adopt Tax Levy Ordinance 12.17.13

A motion was made by Commissioner Gollberg and seconded by Commissioner Jones to adopt Tax Levy Ordinance 12.17.13 as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

XIV. Recess into Executive Session

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of personnel (Section 2(c)(1)) at 8:18 p.m. The motion was unanimously approved by a voice vote. The motion carried.

XV. Reconvene to Open Session

Open session reconvened at 9:25p.m. During Executive Session personnel was discussed.

XVI. Possible Action on Matters Discussed in Executive Session

Executive Director was given direction to draft a Memorandum of Understanding related to Personnel matter discussed in Executive Session.

Unfinished/Ongoing Business

A. 2014 Budget – Draft 3

The Board requested a summary of current salaries/wages. It was the consensus of the Board to review a final draft of the 2014 Budget at January Regular Board Meeting.

XVI. Closing Comments

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 9:30p.m. The motion was unanimously approved by a voice. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
M. Malouf, Prospect Heights Park District Secretary