

**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, JULY 21, 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 7:02 p.m.

Commissioners present:

Vicki Carney
Terry Curtis
Lisa Gould
Karl Jackson
Bob Loranger
Mark Malouf (arrived at 7:41 p.m.)
Tim Jones

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
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

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

III. Recognition/Welcome

A. Residents – Resident Mike Mooney was in attendance.

B. Recognition – Executive Director Kathy Nowicki recognized the Block Party Crew for their great teamwork. The event was well attended and the weather was very cooperative this year. Kathy commended the Parks/Maintenance Department for all the hard work with setting up, during the event and taking down the event. Commissioner Loranger thanked Superintendent of Facilities and Parks Dino Squiers and the Parks Crew for all their efforts.

C. Guests – Tracey Crawford, Director NWSRA was in attendance. Tracey provided an overview of NWSRA's history and services they provide. She reviewed their new brochure and the quarterly update/Prospect Heights Park District statistics. Tracey highlighted that Prospect Heights Park District is the highest member district for Senior inclusion outings.

IV. Correspondence

A. IAPD letter received June 17, 2015

B. Wheeling Township letter received June 18, 2015 – This letter is a thank you for the tray amenities/items the KinderStop participants made for the Meals on Wheels program.

C. Harper College letter dated July 10, 2015 – There was discussion regarding this letter requesting for statements of interest to operate a renovated Aquatics Center on Harper's campus. The Board had no interest at this time.

Commissioner Malouf arrived at 7:41 p.m.

IV. Correspondence (continued)

D. Speer Financial, Inc. letter dated July 14, 2015 – There was discussion and direction given to Business Manager Scott Devlin to research competitive rates and present results at the next regular Board meeting. There was a consensus to accept the engagement letter from Speer Financial, Inc.

E. P.H. Natural Resource Commission letter date July 17, 2015 – There was discussion regarding the letter received seeking support from the Park District related to grant submission by NRC. The City of Prospect Heights and the Prospect Heights Library District is in support of this grant. Commissioner Gould questioned the maintenance and Executive Director Kathy Nowicki stated this issue has already been addressed with the Commission. There was consensus from the Board to support the grant writing process.

V. Approval of Minutes

The minutes were reviewed and there was discussion about whether or not a timeline was established related to the OOCC/GMRC Facility Review/Development.

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to approve the May 9, 2015 Committee of the Whole Meeting Minutes, May 19, 2015 Regular Board Meeting Minutes, June 9, 2015 Committee of the Whole Meeting Minutes and the June 29, 2015 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

VI. Announcements (Meetings)

A. Regular Board Meeting **08/18/15** **7:00 PM** **GMRC**

VII. Public Comment

Resident Mike Mooney commented about the petition that he submitted indicating the need for improvements/repairs with the Lions Park tennis courts.

VIII. Park District Treasurer's Report

A. Cash Report #6

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to accept the Treasurer's Report – Cash Report #6 dated June 16, 2015 as submitted. The motion was unanimously approved with 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 # 5, 5A, 5B, 5C, 5D, 5E, Payroll 9, 10, 11 and Refund #5. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried. See Appendix B.

C. Cash Report #7

A motion was made by Commissioner Gould and seconded by Commissioner Carney to accept the Treasurer's Report – Cash Report #7 dated July 21, 2015 as submitted. The motion was unanimously approved with a voice vote. The motion carried. See Appendix C.

VIII. Park District Treasurer's Report (continued)**D. Approval of Warrants for Payment**

A motion was made by Commissioner Gould and seconded by Commissioner Carney to accept Warrants for payment as submitted for Vendor Warrants # 6, 6A, 6B, 6C, Payroll 12, 13 and Refund #6. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried. See Appendix D.

IX. Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin commented that there was no real estate tax revenue received in June 2015.

X. Attorney's Report

A. Legal Matters - Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

XI. Administrative / Operational Summary

A. Executive Director – as submitted. Executive Director Kathy Nowicki highlighted the following:

- May Staff celebration.
- Park District entered a contest to win a playground. PHPD did not win however was provided a rendering of the playground.
- Reviewed PDRMA annual report.
- New Video Happenings posted on the Park District's website home page.
- IAPD ratio for open space is every 10 acres per 1,000 acres. Including OOC, Prospect Heights Park District is slightly above that ratio.
- Intergovernmental Agreement with Wheeling was included due to Muir Park. The maintenance is specific to the property. Commissioner Malouf inquired whether or not PHPD can program for an adult league at Pleasant Run. Superintendent of Recreation Julie Caporusso will follow-up.

B. Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the Video Happenings is on the home page of the Park District website. The video highlights OOC. Marc Heidkamp and Doug Brazeau did a great job with the video. Next month's video will highlight Special Events.

C. Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported there were a couple vendors who came out to look at the tennis courts. Staff is patching the courts to keep them playable. There was discussion about the ground being unstable. Commissioner Malouf discussed runoff problems/diverting water. There will be continued discussion later in the meeting during New Business. Dino also reported that the whirlpool project is on hold at this time. The County came to the Park District and reviewed the project last week.

D. Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp commented that it has been a rough summer. Grounds will start Short Practice Area Project in late August.

E. Superintendent of Greens – as submitted.

F. Administrative/Operational Updates – There were none.

Commissioner Jackson departed at 8:37 p.m.

XII. Unfinished/Ongoing Business

A. Facilities Review/Development - There was discussion about holding a Committee of the Whole Meeting. It was decided to have a Committee of the Whole Meeting on Tuesday, August 18, 2015 at 6:00 p.m. to discuss Committee Reports and Facilities Review/Development. Superintendent of Facilities and Parks Dino Squiers was directed to provide a status update from the Parks Tour, at the next Regular Board Meeting within his Administrative/Operational Summary Report.

XIII. New Business**A. Nomination and Election of Officers July 2015 – June 2016****1. Park Board President**

A motion was made by Commissioner Jones and seconded by Commissioner Carney to open the nominations for 2015-2016 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

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

A motion was made by Commissioner Carney and seconded by Commissioner Jones to close nominations for 2015-2016 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to elect Lisa Gould Park Board President by acclimation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

2. Park Board Vice-President

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to open the nominations for 2015-2016 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

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

A motion was made by Commissioner Gould and seconded by Commissioner Carney to close nominations for 2015-2016 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Loranger to elect Terry Curtis Park Board Vice-President by acclimation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

3. Park Board Treasurer

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to open the nominations for 2015-2016 Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Carney to nominate Tim Jones as Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

XIV. New Business (continued)

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

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to close nominations for 2015-2016 Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

There being more than one Commissioner nominated, ballots were passed out and counted by Executive Director Kathy Nowicki. By majority votes, Commissioner Carney was voted as Park Board Treasurer.

4. Park Board Secretary

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to open the nominations for 2015-2016 Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to nominate Mark Malouf as Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Gould to close nominations for 2015-2016 Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to elect Mark Malouf Park Board Secretary by acclamation. The motion was approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

B. Park District Appointments July 2015 – June 2016**1. Park District Attorney**

A motion was made by Commissioner Malouf and seconded by Commissioner Carney to appoint James Lennon as Park District Attorney. There was discussion regarding his proposed revised rate. A vote was not taken and Commissioner Malouf rescinded his motion. There was continued discussion.

A motion was made by Commissioner Malouf and seconded by Commissioner Carney to appoint James Lennon as Park District Attorney. The motion was approved by a roll call vote.

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

Nays: Commissioner Loranger

Absent: Commissioner Jackson

The motion carried.

2. Representative to NWSRA Board

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to appoint Kathy Nowicki as Representative to NWSRA Board. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

XIV. New Business (continued)**3. Recording Secretary**

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to appoint Edlyn Castil as Recording Secretary. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

C. Prevailing Wage Ordinance 07.21.15

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to adopt Prevailing Wage Ordinance 07.21.15 as submitted. The motion was approved by a roll call vote.

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

Nays: Commissioner Malouf

Absent: Commissioner Jackson

The motion carried.

D. Resolution 07.21.15 Property No Longer Needed or Useful for Park Purposes

A motion was made by Commissioner Curtis and seconded by Commissioner Jones to adopt Resolution 07.21.15 Property No Longer Needed or Useful for Park Purposes as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

E. Lions Park Tennis Courts – Superintendent of Facilities and Parks Dino Squiers reported that a couple contractors came out to the Park District to access the tennis courts. Recommendations were given to obtain borings before proceeding with any repairs. The Board gave Dino direction to obtain at least three Engineering proposals and present them to the Board at the next regular Board meeting.

XIV. Recess into Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Carney 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 9:21 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson).

XV. Reconvene to Open Session

Open session reconvened at 9:45 p.m. During Executive Session personnel was discussed.

XVI. Possible Action on Matters Discussed in Executive Session

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to extend Kathy Nowicki's contract to the end of December, 2015 subject to Park Attorney Jim Lennon drafting an agreement to address accrued benefits and actual retirement/final date. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

XVI. Possible Action on Matters Discussed in Executive Session (continued)

President Gould made the following Committee Appointments:

- **Committee of the Whole**
Chairman Lisa Gould
Sub-chair Terry Curtis
- **Finance Committee**
Chairman Vicki Carney
Sub-chair Tim Jones
- **OCC Programs, Facilities, Grounds & Maintenance Committee**
Chairman Mark Malouf
Sub-chair Bob Loranger
- **Personnel & Planning Committee**
Chairman Bob Loranger
Sub-chair Vicki Carney
- **Policy & Procedure Committee**
Chairman Terry Curtis
Sub-chair Karl Jackson
- **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
Sub-chair Lisa Gould
- **Recreation Programs & Resident Relations Committee**
Chairman Karl Jackson
Sub-chair Mark Malouf

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 10:00 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

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