

**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, MAY 20, 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
Art Gollberg
Lisa Gould
Mark Malouf

Also Present:

Kathy Nowicki – Executive Director
Laura Fudala – Supervisor of Recreation
James Lennon – Park District Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson
Tim Jones
Bob Loranger

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

III. Correspondence

A. Illinois Association of Park Districts (IAPD) letter dated 4/17/14

B. Heartsaver AED Fund Grant Award notice dated 4/29/14

C. Heron Pond Homeowners Association letter dated 5/12/14

In addition to the correspondence received, Executive Director Kathy Nowicki presented the 2014 IAPD Plaque that was received.

IV. Recognition/Welcome

A. Residents - Sal Pazazzolo, Billy Costello, Joe Amerio, James Fennig, Ben Jackson, Jennifer Jackson, Morgan Ludvigsen, Pat Ludvigsen, Dana Ludvigsen, Tom Jackson, Scott Williamson.

B. Guests - Donna Barrett, Paulette Ludvigsen and Scott Chovanec, SCA, Inc.

C. Service Recognition – Executive Director Kathy Nowicki recognized formers Commissioner Jack Barrett and Pat Ludvigsen for their years of dedication to the Residents and Park District Board.

D. Employee Recognition – Executive Director Kathy Nowicki recognized Superintendent of Facilities & Parks Dino Squiers. Dino has worked for the Park District for about 12 years. He has a diverse full-time, part-time and seasonal Staff. Kathy recognized Dino's strong work ethic.

V. Approval of Minutes**A. Regular Board Meeting – April 15, 2014**

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the April 15, 2014 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

VI. Announcements (Meetings)

A. Annual Park Tour	05/29/14	2:00 PM	Lions Park
B. Regular Board Meeting	06/17/14	7:00 PM	GMRC

VII. Park District Treasurer's Report**A. Cash Report #5**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #5 dated May 20, 2014 as submitted. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried. See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 4, 4A, 4B, 4C, 4D, Payroll 7, 8 and Refund #4. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gollberg, Gould, Malouf

Nays: None

Absent: Commissioners Jackson, Jones, Loranger

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 distributed a NWSRA handout where PHPD was featured.

B. Superintendent of Recreation and Parks – as submitted. Commissioner Malouf requested for Superintendent of Recreation Julie Caporusso be present at the next Regular Board Meeting.

C. Director of Golf Operations – as submitted. Commissioner Malouf requested for Golf Director Marc Heidkamp be present at the next Regular Board Meeting.

D. Superintendent of Greens – as submitted.

E. Administrative/Operational Updates

- Employee Customer Service Training - Scott Chovanec of SCA, Inc provided an overview of the Customer Service Training he provided to the Park District Staff. He discussed the Customer Service Motto Contest that was well received by the Staff. He commented on the excellent attendance at the training session, the importance of friendly, courteous telephone and face to face contact with all patrons and residents was focus of training. Scott will conduct on site audits and plans to wrap up by the end of June.
- Departmental Reports
 - Active Adults – Commissioner Gould commented that this Department needs to be revisited.
 - Special Events

XI. Public Comment

Resident James Fenick commented about the conditions of the parks and ball fields throughout the Park District.

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

Executive Director Kathy Nowicki reported the ADA Parking Stall and Walkway Improvement Project will be moving forward. The curb cuts may start at the end of the week. The plan is to have the project completed prior to the start of the Pool Opening and first day of Summer Camp pending weather conditions.

XIII. New Business**A. Walnut Woods Pond**

Executive Director Kathy Nowicki reported that the Park District is one of six members of the Walnut Woods Homeowner's Association. There are issues with the quality of the pond. The Homeowner's Association addressed this issue and found that the pond would benefit from a pond restoration. An alternate technique to mechanical dredging involves vacuuming the pond muck and storing it in permeable bags that would be stored on a flat surface along the property. There was discussion about this proposed project. The Board commented that they were unable to make a decision at this time due to the limited information that was provided. There were concerns about liability issues. Commissioner Malouf suggested for the Grounds Superintendent Jerry Arden to be involved and review the plans. The Board recommended for the Homeowner's Association to obtain a contract. The Board will review the contract and decide at that time whether or not the Park District will participate in this project. Commissioner Gollberg would be interested in see a location that has this alternate technique currently on the property.

B. Nominations and Election of Officers May 2014-April 2015**1. Park Board President**

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to open the nominations for 2014-2015 Park Board President. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Gollberg to nominate Terry Curtis as Park Board President. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to close nominations for 2014-2015 Park Board President. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Gollberg to elect Terry Curtis Park Board President by acclamation. The motion was approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

B. Nominations and Election of Officers May 2014-April 2015 (continued)**2. Park Board Vice-President**

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to open the nominations for 2014-2015 Park Board Vice-President. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

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

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to close nominations for 2014-2015 Park Board Vice-President. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to elect Karl Jackson Park Board Vice-President by acclamation. The motion was approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

3. Park Board Treasurer

A motion was made by Commissioner Gollberg and seconded by Commissioner Malouf to open the nominations for 2014-2015 Park Board Treasurer. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Gollberg to nominate Lisa Gould as Park Board Treasurer. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to close nominations for 2014-2015 Park Board Treasurer. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to elect Lisa Gould Park Board Treasurer by acclamation. The motion was approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

4. Park Board Secretary

A motion was made by Commissioner Gould and seconded by Commissioner Gollberg to open the nominations for 2014-2015 Park Board Secretary. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

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

A motion was made by Commissioner Gollberg and seconded by Commissioner Gould to close nominations for 2014-2015 Park Board Secretary. The motion was unanimously

B. Nominations and Election of Officers May 2014-April 2015 (continued)

approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Gollberg to elect Mark Malouf Park Board Secretary by acclamation. The motion was approved by a voice vote with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

C. Park District Appointments May 2014-April 2015

1. Park District Attorney

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

Ayes: Commissioners Curtis, Gollberg, Gould, Malouf

Nays: None

Absent: Commissioners Jackson, Jones, Loranger

The motion carried.

2. Representative to NWSRA Board

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

Ayes: Commissioners Curtis, Gollberg, Gould, Malouf

Nays: None

Absent: Commissioners Jackson, Jones, Loranger

The motion carried.

3. Recording Secretary

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

Ayes: Commissioners Curtis, Gollberg, Gould, Malouf

Nays: None

Absent: Commissioners Jackson, Jones, Loranger

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.

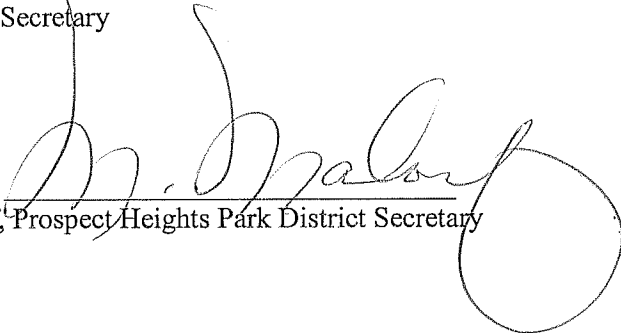
XVI. Closing Comments

Commissioner Curtis commented about the condition of the Park's Baseball Fields. She recommended for all Commissioner to review the Park District's Master Plan and for Committees to be ready to provide an overview of their Committee.

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Gollberg to adjourn the Regular Board Meeting at 8:40 p.m. The motion was unanimously approved by a voice with three absent (Commissioners Jackson, Jones, Loranger). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
M. Malouf, Prospect Heights Park District Secretary