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 16, 2013

I. Call to Order

A. Roll Call

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

Commissioners present:

Also Present:

Jack Barrett

Kathy Nowicki – Executive Director

Terry Curtis

Dave Figgins – Superintendent of Recreation

Lisa Gould

Annette Curtis - Business Manager

Karl Jackson

Marc Heidkamp – Director of Golf (arrived at 7:10 p.m.)

Tim Jones

James Lennon – Park District Attorney

Mark Malouf

Edlyn Castil - Administrative Assistant/Recording Secretary

Commissioners absent:

None

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Dave Figgins.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to approve the agenda as submitted. The motion was unanimously approved by a voice vote. The motion carried.

III. Correspondence

- A. City of Prospect Heights Proclamation dated June 24, 2013
- B. Special Leisure Services Foundation (SLSF) letter dated June 27, 2013
- C. IAPD Legislative Update dated July 10, 2013

IV. Recognition/Welcome

- A. Residents Julie Melino, Joe Paninato and Thomas Musolf all of Creekside Condos.
- **B. Employee Recognition** Executive Director Kathy Nowicki recognized Annette Curtis and the team who assisted with the implementation of the new accounting software, who included Nancy Salt, Christine Kelly and Edlyn Castil.

V. Approval of Minutes

A. Regular Board Meeting – June 18, 2013

A motion was made by Commissioner Jackson and seconded by Commissioner Jones to approve the June 18, 2013 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

VI. Park District Treasurer's Report

A. Cash Report #06

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #06 dated July 16, 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 Jones to accept Warrants for payment as submitted for Vendor Warrants # 5, 5A, 5B, 5C, 5D, 5E, Payroll 9, 10, 11 and Refund #05. The motion was unanimously approved by a roll call vote.

Ayes:

Commissioners Barrett, Curtis, Gould, Jackson, Jones, Malouf

Nays:

None

Absent: None

The motion carried. See Appendix B.

C. Cash Report #07

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to accept the Treasurer's Report – Cash Report #07 dated July 16, 2013 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix C.

D. 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 # 6, 6A, 6B, 66C, 6D, Payroll 12, 13 and Refund #06. The motion was unanimously approved by a roll call vote.

Ayes:

Commissioners Barrett, Curtis, Gould, Jackson, Jones, Malouf

Nays: Absent:

None None

The motion carried. See Appendix D.

VII. Business Manager Report

A. YTD Fund Summary - as submitted

B. Recreation Fund Summary - as submitted

Business Manager Annette Curtis also commented that the new accounting software is wonderful. The reporting of financials is on target for August.

VIII. Attorney's Report

A. Legal Matters

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

IX. Administrative / Operational Summary

- A. Executive Director as submitted. Executive Director Kathy Nowicki also reported about the meeting she attended last Wednesday with the Village of Mount Prospect, the new Mount Prospect Mayor, Bonnie and Midori's Attorney, regarding the OOCC Banquet resident noise complaints. A more proactive protocol is being drafted by Midori's Attorney. There will potentially be fines applied should there be substantiated police reports related to the noise complaints.
- **B. Superintendent of Recreation and Parks** as submitted. Superintendent of Recreation Dave Figgins also reported that the summer months are a busy time at the Park District. The Pool had a slow start due to the weather. They have some specials that are being offered to help bring patrons into the pool.
- C. Director of Golf Operations as submitted. OOCC Golf Director Marc Heidkamp also commented that they are hoping for better weather. Approximately twenty ash bore trees need to

IX. Administrative / Operational Summary (continued)

be removed. The Grounds Department is removing the trees themselves and have removed about ten trees so far. Commissioner Malouf inquired whether or not Golf was currently offering any incentives. Marc explained they have entered into an agreement with Groupon and are offering a Golf special through Groupon. There was also discussion about possible discounts with the golf cart lease.

- **D. Superintendent of Greens** as submitted.
- E. Administrative/Operational Updates There were none.

X. President's Report

A. Committee Assignments 2013-2014

Commissioner Barrett reported the Committee assignments for 2013-2014 have been realigned.

The following was reported by the Committee Chairmen:

Finance Committee - Commissioner Malouf commented that the new accounting system will be key. He hopes the Budget process will go even better than last year. Commissioner Barrett requested for the Finance Committee to review Bond payments.

Personnel and Planning Committee – Commissioner Gould reported the Committee is working on filling the Board vacancy. They have reviewed the By Laws and will provide a draft for the Board to review for approval in September.

Policy and Procedure Committee – Commissioner Curtis reported the Committee is working on the Board Policy. The first draft is being expanded.

Recreation Facilities, Parks & Maintenance Committee — Commissioner Jackson met with Superintendent of Recreation Dave Figgins a couple of months ago. He will continue to work with Dave.

Recreation Programs & Resident Relations Committee — Commissioner Jones will be attending Friday's All Staff Meeting. Commissioner Barrett discussed submitting Park District event information to the Village of Mount Prospect so that it is included in their quarterly newsletters.

OOCC Programs, Facilities, Grounds & Maintenance Committee – Commissioner Malouf reported he has been out to OOCC more regularly to see what opportunities there might be for the Park District.

XI. Announcements (Meetings)

A. Regular Board Meeting 08/20/13 7:00 PM GMRC

XII. Public Comment

Julie Melino of Creekside Condos commented about their Midori Banquets noise complaints. She reported that Creekside has plans of circulating a petition, possible litigation and potentially going to the media.

XIII. Unfinished / Ongoing Business

A. Board Vacancy

Commissioner Lisa Gould reported that five residents have submitted a letter of interest/resume. There was discussion about the interviewing process. The top three candidates will be determined and presented to the Board.

XIV. New Business

A. Preliminary 2014 Budget Timeline

Executive Director Kathy Nowicki reported that the preliminary 2014 Budget Timeline was included in the Board packet. Commissioner Malouf requested that the Finance Committee receive a first draft of the Budget on October 18.

XIV. New Business (continued)

B. Prevailing Wage Ordinance 07.16.13

A motion was made by Commissioner Barrett and seconded by Commissioner Jones to adopt the Prevailing Wage Ordinance 07.16.13 as submitted. The motion was approved by a roll call vote.

Ayes:

Commissioners Barrett, Curtis, Gould, Jackson, Jones

Nays:

None

Abstain:

Commissioner Malouf

Absent:

None

The motion carried.

XIII. Recess into Executive Session

There was none.

XIV. Reconvene to Open Session

There was none.

XV. Possible Action on Matters Discussed in Executive Session

There was none.

XVI. Closing Comments

Executive Director Kathy Nowicki reported that July is National Parks and Recreation Month. PHPD placed 32nd out of about 12,000 participating Parks in Coca-Cola's America's Favorite Parks contest. She thanked everyone for participating and voting.

Commissioner Barrett read the Proclamation from the City of Prospect Heights proclaiming July 2013 as Parks and Recreation Month in the City of Prospect Heights.

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 7:56 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,

Edlyn Castil

Recording Secretary

Secretary:

M. Malouf, Prøspect/Heights Park District Secretary