

**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, APRIL 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 7:00 p.m.

Commissioners present:

Terry Curtis
Lisa Gould
Karl Jackson
Tim Jones
Bob Loranger

Also Present:

Kathy Nowicki – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Facilities & Parks
Marc Heidkamp – Director of Golf
Scott Devlin – Accounting Manager
James Lennon – Park District Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Art Gollberg
Mark Malouf

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Terry Curtis.

II. Corrections / Additions / Approval of Agenda

Commissioner Curtis discussed moving Agenda Items XI and XIII A. to after Item III.

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to amend the agenda. The motion was unanimously approved with a voice vote with two absent (Commissioners Gollberg, Malouf). The motion carried.

A motion was made by Commissioner Jones and seconded by Commissioner Gould to approve the agenda as amended. The motion was unanimously approved with a voice vote with two absent (Commissioners Gollberg, Malouf). The motion carried.

III. Recognition/Welcome

A. Residents – Jack Halpin, Head Golf Coach of St Viator, Vicki Carney, Resident and Abdullah Khan of Knutte & Associates were in attendance.

B. Recognition – Director of Golf Marc Heidkamp recognized Mike Arden, Mechanic at OCCC. Mike recently completed stumping about 70 stumps which provided a savings for the Park District. He will be recognized at the next All Staff Meeting. Commissioner Terry Curtis recognized Commissioner Gollberg for his service to the Park District.

IV. Correspondence

A. IAPD Legislative Update dated March 30, 2015

B. Village of Wheeling letter dated April 8, 2015

C. Norman J. Toberman & Associates letter dated April 14, 2015

D. NWSRA “Investing in Your Community” brochure

XI. Public Comment

Jack Halpin, Head Golf Coach of St. Viator discussed a proposed practice area at OCCC. He provided the Board with a draft contract which indicates St. Viator will pay up to \$12,000 over a 4 year period, for the construction of the practice area. This item will be placed on May's Regular Board Meeting Agenda.

XIII. New Business**A. 2014 PHPD Audit Presentation**

Abdullah Khan of Knutte & Associates reported that audit field work was started in mid-February 2015. There were no issues noted during their field work. Knutte & Associates issued an unmodified opinion on the PHPD's financial statements for the year ended December 31, 2014. He reviewed the 2014 Audit and discussed establishing controls for the Golf ATM, establishing a formal credit card rewards policy related to points earned with the credit card use, and budget variance in the Debt Services, IMRF Fund and Police Fund.

V. Approval of Minutes**A. Regular Board Meeting – March 17, 2015**

A motion was made by Commissioner Loranger and seconded by Commissioner Jones to approve the March 17, 2015 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with two absent (Commissioners Gollberg, Malouf). The motion carried.

VI. Announcements (Meetings)

A. Committee of the Whole Meeting	05/05/15	7:00 PM	GMRC
B. Regular Board Meeting	05/19/15	7:00 PM	GMRC

VII. Park District Treasurer's Report**A. Cash Report #4**

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to accept the Treasurer's Report – Cash Report #4 dated April 21, 2015 as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Gollberg, Malouf). 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 # 3, 3A, 3B, 3C, 3D, Payroll 6, 7 and Refund #3. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Gollberg, Malouf

The motion carried. See Appendix B.

VIII. Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that moving forward, the Fund Report will represent audited beginning fund balances.

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 reported she has been in contact with Pastor Bradshaw of Prospect Christian Church regarding Tully Park. The Elders are still in conversation. Kathy received an email from the President of the Walnut Woods HOA regarding the proposed \$7,000 engineering study related to the dredging of the pond. There is no consensus with the homeowners at this time. Kathy distributed the Park District's updated goals to the Board. She also discussed the proposed DePaul University film production at Walnut Woods, Izaak Walton and OCCC. The Board and Park Attorney will review the proposed contract. Commissioner Loranger commented how he loved the Park District coupons in the Clipper mailing. He also inquired about the Gymnastic Coaches pictures in the hallway at GMRC. Kathy explained the wall was part of the budgeted Museum Fund. Commissioner Curtis requested for Kathy to provide the Commissioners with weekly email updates related to on goings at the Park District.

B. Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso highlighted the \$1,000 Power Play Grant the Park District was awarded which is being used towards a Jr Jazzercise program. Commissioner Loranger inquired about the status of camp registration. Julie responded the camp registrations are going well. Commissioner Loranger discussed being proactive with the Fitness Center memberships and requested for Julie to come up with a plan to increase the membership.

C. Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers commented that the whirlpool is holding up and he is working with the City with the permits. He has received the 2015 PHWYBS Baseball/Softball games schedule. Dino provided an overview of the condition of the fields. Commissioner Loranger inquired about the lack of planting around the PHPD/Library Marquee. Kathy responded the annual planting takes place after the first week of May.

Commissioner Jackson departed at 8:05 p.m.

D. Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp commented about placing the proposed OCCC Practice Area on May's Regular Board Meeting Agenda. As per discussed at the April 14, 2015 Committee of the Whole Meeting, Commissioners were provided a list of Golf facilities to visit other Park District Golf Facilities and report their findings of what they liked or did not like about the facilities. Commissioner Curtis discussed visiting Deerfield Park District and Commissioner Gould plans to visit Arrowhead, Wheaton and Elgin.

E. Superintendent of Greens – as submitted.

F. Administrative/Operational Updates – Kathy provided an updated PHPD Goals Summary.

XII. Unfinished/Ongoing Business**A. OCCC Grounds Mower Bid Approval**

A public notice for a bid notice for the OCCC Grounds Mower was published in the Daily Herald. One bid was received from JW Turf in the amount of \$37,902.00. This item is a budgeted item and was budgeted for \$45,000.00.

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to approve the bid for the OCCC Grounds Mower from JW Turf in the amount of \$37,902.00. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Jones, Loranger

Nays: None

Absent: Commissioners Gollberg, Jackson, Malouf

The motion carried.

XIII. New Business

A. 2014 PHPD Audit Approval

A motion was made by Commissioner Loranger and seconded by Commissioner Gould to approve the 2014 PHPD Audit as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Jones, Loranger

Nays: None

Absent: Commissioners Gollberg, Jackson, Malouf

The motion carried.

B. PHPD Ordinance Code Revised 04.17.12

Executive Director Kathy Nowicki presented the PHPD Ordinance Code. The ordinance was last revised on 04/17/12. Staff will provide recommendations with changes to the ordinance at the next Regular Board Meeting.

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.

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 8:23 p.m. The motion was unanimously approved by a voice vote with three absent (Commissioners Gollberg, Jackson, Malouf). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

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