

**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 18, 2012**

I. Call to Order

A. Roll Call

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 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	James Lennon – Park District Attorney
Patrick Ludvigsen	Edlyn Castil – Administrative Assistant/Recording Secretary
Mark Malouf	

Commissioners absent:
Bill Vannelli

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Terry Curtis.

II. Corrections / Additions / Approval of Agenda

Commissioner Barrett asked to add Items X. A. Secretary Pro-Tem, Item XIII. A. 2013 Budget – Draft 3 and remove Item XV. D. Executive Session Litigation.

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

III. Correspondence

A. Sikich letter dated November 28, 12

B. NWSRA 2013 Calendar of Events

C. IAPD Legislative Update #33-2012 dated December 3, 2012

Commissioner Barrett reported he received a letter from Maria Pappas. Business Manager Annette Curtis received the same letter and will follow-up and file the necessary information by the December 26, 2012 deadline.

IV. Recognition/Welcome

A. Residents - There were none.

B. Employee Recognition – Edlyn Castil. Executive Director Kathy Nowicki recognized Administrative Assistant Edlyn Castil for her efforts with the Employee Portal. The Employee Portal is available through the Park District website which employees can access anytime and anywhere. The Employee Portal was created to help enhance communication with the Employees.

C. Guests – There were none.

V. Approval of Minutes**A. Committee of the Whole – November 20, 2012**

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to approve the November 20, 2012 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioners Vannelli). The motion carried.

B. Regular Board Meeting – November 20, 2012

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the November 20, 2012 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioners Vannelli). The motion carried.

VI. Park District Treasurer's Report**A. Cash Report #12**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #12 dated December 18, 2012 as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioners Vannelli). 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, 24 and Refund #11. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Malouf

Nays: None

Absent: Commissioner Vannelli

The motion carried. See Appendix B.

VII. Business Manager Report**A. YTD Fund Summary – as submitted****B. Recreation Fund Summary – as submitted****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. In addition to her report, Executive Director Kathy Nowicki informed the Commissioners of an All Staff Luncheon and Retirement Celebration for Rey Cervantes which will be held on Friday, January 18, 2013. Commissioner Curtis will be collecting contributions from the Commissioners to assist with the luncheon.

B. Superintendent of Recreation and Parks – as submitted.

C. Director of Golf Operations – as submitted. Executive Director Kathy Nowicki commented that OOC is closed this week. This past season was OOC longest season in course history.

D. Superintendent of Greens – no report.

E. Administrative/Operational Updates

- **Fitness Center.** Dave Figgins commented about the Fitness Center Report submitted by Laura Fudala.

X. President's Report**A. Secretary Pro-Tem**

Commissioner Barrett discussed appointing Commissioner Lisa Gould to serve as Secretary Pro-Tem in the absence of Secretary Bill Vannelli, to execute the required signatures for Park District documents.

A motion was made by Commissioner Gould and seconded by Commissioner Ludvigsen to appoint Commissioner Lisa Gould to serve as Secretary Pro-Tem in the absence of Secretary Bill Vannelli, to execute the required signatures for Park District documents. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Malouf

Nays: None

Absent: Commissioner Vannelli

The motion carried.

XI. Announcements (Meetings)**A. Regular Board Meeting**

01/15/13

7:00 PM

GMRC

XII. Public Comment – There were none.**XIII. Unfinished / Ongoing Business****A. 2013 Budget – Draft 3**

Commissioner Malouf reported that during the 12/18/12 Committee of the Whole Meeting, the items that need to be reviewed were related to Park Wages and the Y/E wages for the Fitness Center. Executive Director Kathy Nowicki indicated that Draft 3 did not include Salary/Wage increases.

XIV. New Business

Commissioner Barrett discussed correcting the Ordinance and Resolution numbers on the Agenda to read,

“A. Public Hearing – Tax Levy Ordinance 12.18.12

B. Adopt Tax Levy Ordinance 12.18.12

C. Approve Property Tax Extension Resolution 12.18.12”.

A motion was made by Commissioner Barrett and seconded by Commissioner Gould to amend the Agenda as discussed. The motion was unanimously approved by a voice vote with one absent (Commissioners Vannelli). The motion carried.

A. Public Hearing – Tax Levy Ordinance 12.18.12

A motion was made by Commissioner Barrett and seconded by Commissioner Curtis to open the Public Hearing to consider Tax Levy Ordinance 12.18.12, at 7:29 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioners Vannelli). The motion carried.

There was no one in the audience. There being no public comment and no comment from the Commissioners, a motion was made by Commissioner Ludvigsen and seconded by Commissioner Jackson, to close the Public Hearing at 7:30 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioners Vannelli). The motion carried.

XIV. New Business (continued)**B. Adopt Tax Levy Ordinance 12.18.12**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to adopt Tax Levy Ordinance 12.18.12 as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Malouf

Nays: None

Absent: Commissioner Vannelli

The motion carried.

C. Approve Property Tax Extension Resolution 12.18.12

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to approve 2012 Tax Levy Extension Resolution 12.18.12 as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Malouf

Nays: None

Absent: Commissioner Vannelli

The motion carried.

XV. Recess into Executive Session

A motion was made by Commissioner Barrett and seconded by Commissioner Malouf 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 approval of minutes (Section 2(c)(21)) at 7:33 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioner Vannelli). The motion carried.

XVI. Reconvene to Open Session

Open session reconvened at 7:50 p.m. During Executive Session, the Executive Session minutes were reviewed and approved.

XVII. Possible Action on Matters Discussed in Executive Session

The Executive Session Minutes were approved for release as recommended by the Park Attorney and Executive Director.

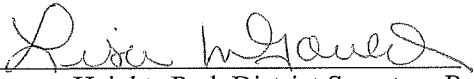
XVIII. Closing Comments

Executive Director Kathy Nowicki reported she received an email from PDRMA related to the Connecticut tragedy. There are available resources from PDRMA.

XIX. Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 7:55 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioner Vannelli). The motion carried. The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
L. Gould, Prospect Heights Park District Secretary Pro-tem