

**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, FEBRUARY 21, 2012**

**I. Call to Order**

**A. Roll Call**

Vice President Pat Ludvigsen called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:	Also Present:
Terry Curtis	Kathy Nowicki – Executive Director
Lisa Gould	Dave Figgins – Superintendent of Recreation and Parks
Patrick Ludvigsen	Marc Heidkamp – Director of Golf Operations
Bill Vannelli	Annette Curtis – Business Manager
	James Lennon – Park District Attorney
Commissioners absent:	Edlyn Castil – Administrative Assistant/Recording Secretary
Jack Barrett	
Mark Malouf	

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Pat Ludvigsen.

**II. Corrections / Additions / Approval of Agenda**

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

**III. Correspondence**

**A. James K. Lennon letter dated January 18, 2012**

**B. Boy Scout Troop #37 thank you**

**C. IAPD Legislative Update dated February 2, 2012**

**D. IAPD Joint Legislative Committee Breakfast announcement**

Executive Kathy Nowicki commented about the three additional Departmental Summaries that were not included in the Board Report but were distributed prior to the start of the meeting.

**IV. Recognition/Welcome**

**A. Residents -** Meg Vannelli and Mike Nauert

**B. Employee Recognition** – Dave Figgins recognized Bernie Walsh for going above and beyond her duties. Bernie stepped up and worked extra duties when a Staff member was on leave. Dave thanked Bernie for all of her hard work.

**C. Guests** – There were none.

**V. Approval of Minutes****A. Regular Board Meeting – January 17, 2012**

Commissioner Curtis discussed a correction to the January 17, 2012 minutes. Page 3, Section X. President's Report, third motion should read:

"A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to accept the resignation from Bernie Olson for reasons stated in the resignation letter and with the stipulations. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Ludvigsen, Malouf

Nays: None

Abstain: Commissioner Gould

Absent: Commissioner Vannelli

The motion carried."

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to approve the January 17, 2012 Regular Board Meeting Minutes as amended. The motion was unanimously approved by a voice vote. The motion carried.

**VI. Park District Treasurer's Report****A. Cash Report #02**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #02 dated February 21, 2012 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 Curtis to accept Warrants for payment as submitted for Vendor Warrants # 1, 1A, 1B, 1C, 1D, Payroll #1, 2 and Refund #1. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Ludvigsen, Vannelli

Nays: None

Absent: Commissioners Barrett, Malouf

The motion carried. See Appendix B.

**VII. Business Manager Report****A. YTD Fund Summary****B. Recreation Fund Summary**

Business Manager Annette Curtis reviewed the YTD Fund Summary. The numbers reflected are as of 12/31/11; preaudit and are not the final numbers. She reported an additional \$13,000 was received from the County last Friday and is not included in the YTD Fund Summary. Overall, the Fund balances have shown an increase. The Park District is moving in a positive direction. Annette also provided and discussed the Recreation Fund Summary which included a 5 year comparison.

Executive Director Kathy Nowicki reported that she and Annette have been working with Dave Phillips of Speer Financial with updating a spreadsheet related to the cash flow of the bond payments.

**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** – In addition to what Executive Director Kathy Nowicki submitted in the Board Report, she distributed a Utilities and Water Expenditures Summary of Costs at OCCC that was compiled by Director of Golf Operations Marc Heidkamp. Marc reported that a letter was given to Midori addressing the extreme water usage of the water coolers.

**B. Superintendent of Recreation and Parks** – Superintendent of Recreation and Parks Dave Figgins highlighted the technology updates that were reported in his Board Report.

**C. Director of Golf Operations** - Director of Golf Operations Marc Heidkamp commented about OCCC's upgraded website which includes an Online Store where they are selling merchandise, memberships and gift certificates.

**D. Superintendent of Greens** - Director of Golf Operations Marc Heidkamp reported Grounds has mulched all the trimmings.

**E. Administrative/Operational Updates**

- **ADA Transition Plan – Phase 1.** Dave Figgins reported the ADA Consultant came out to the Park District to review the pool and spa/whirlpool accessibility. The ADA Consultant's recommendations are to add a railing and a portable lift to the pool and an additional railing and step to the spa/whirlpool. The approximate cost to comply with the ADA requirements is \$10,000 which is budgeted.

**X. President's Report**

Commissioner Ludvigsen reported that three letters of interest have been received for the vacant Park Board position. These will be reviewed and will be reported on at the next regular meeting.

**XI. Announcements (Meetings)**

<b>A. Regular Board Meeting</b>	<b>03/20/12</b>	<b>7:00 PM</b>	<b>GMRC</b>
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**XII. Public Comment**

There were none.

**XIII. Unfinished / Ongoing Business**

There was none.

**XIV. New Business****A. OCCC Seasonal Mowing Bid Approval**

Executive Director Kathy Nowicki reported there were a total of 17 requests received for bid specifications and out of the 17 requests, a total of 11 bids were submitted. A Bid Result List was included in the Board Report. Staff is recommending acceptance of the lowest bid of \$138,875.00 from Associated Labor Corporation of America and payroll expenses not to exceed \$145,000.00.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to accept the lowest bid of \$138,875.00 from Associated Labor Corporation of America and payroll expenses not to exceed \$145,000.00. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Ludvigsen, Vannelli

Nays: None

Absent: Commissioners Barrett, Malouf

The motion carried.

**XIV. New Business (continued)**

**B. School District #23 and Prospect Heights Park District Cooperative Agreement**

Executive Director Kathy Nowicki explained the Park District's Agreement with School District #23 for facility use renews every 5 years. She and Superintendent of Recreation and Parks Dave Figgins have reviewed the agreement and found an item that was omitted which they will bring to School District #23's attention.

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to approve the School District #23 and Prospect Heights Park District Cooperative Agreement. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Ludvigsen, Vannelli

Nays: None

Absent: Commissioners Barrett, Malouf

The motion carried.

**XV. Recess into Executive Session**

There was none.

**XVI. Reconvene to Open Session**

There was none.

**XVII. Possible Action on Matters Discussed Executive Session**

There were none.

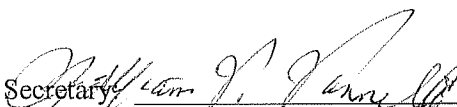
**XVIII. Closing Comments**

There were none.

**XV. Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 7:43 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary   
W. Vannelli, Prospect Heights Park District Secretary