

**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, JANUARY 11, 2011**

I. Call to Order

A. Roll Call

President Bernie Olson called the Regular Board Meeting of the Prospect Heights Park District to order at 7:03 p.m.

Commissioners present:

Jack Barrett
Patrick Ludvigsen
Mark Malouf
Bernie Olson
Dan Pavlik (arrived at 7:08 p.m.)
Jean Spiegelhalter
Bill Vannelli

Commissioners absent:

None

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation and Parks
Annette Curtis – Business Manager
James Lennon – Park District Attorney
Edlyn Castil – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Bernie Olson.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Barrett and seconded by Commissioner Spiegelhalter to accept the Agenda as submitted. The motion was unanimously approved by a voice vote.
Motion carried.

III. Recognition / Introduction

A. Residents

There were none.

B. Employee Recognition – Al Dronyk

Superintendent of Recreation and Parks Dave Figgins recognized employee Al Dronyk for his service as Santa Claus for the Candy Cane Hunt, Polar Express and Pre-School. Al does a great job with the children. He will be recognized at the next All Staff meeting.

IV. Announcements (Meetings)

A. Regular Board Meeting	02/08/10	7:00 PM	GMRC
---------------------------------	-----------------	----------------	-------------

V. Correspondence**A. PDRMA Loss Control letter dated December 10, 2010****B. Midori Restaurant and Banquet Service letter****C. NWSRA Area III Newsletter – Fall 2010**

Executive Director Kathy Nowicki reported the Park District received an “A” score from PDRMA and has received the reward check.

VI. Approval of Minutes**A. Finance Committee Meeting – December 14, 2010**

Commissioner Barrett discussed correcting the last sentence of the first paragraph of Section VIII. New Business, A. 2011 Budget – Draft 3 of the Finance Committee Meeting Minutes to state, “\$170,000 for the redevelopment of Claire Lane Park will be included in the 2011 Budget.”

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to approve the December 14, 2010 Finance Committee Meeting minutes as amended. The motion was unanimously approved by a voice vote. Motion carried.

B. Regular Board Meeting – December 14, 2010

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Vannelli to approve the December 14, 2010 Regular Board Meeting as submitted. The motion was unanimously approved by a voice vote. Motion carried.

Commissioner Pavlik arrived at 7:08 p.m.

C. Planning Committee Meeting – January 4, 2011

This item will be included on the next Regular Board Meeting agenda.

VII. Public Comment

There were none.

VIII. Park District Treasurer’s Report**A. Cash Report #01**

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept the Treasurer’s Report - Cash Report #01 dated January 11, 2011 as submitted. The motion was unanimously approved by a voice vote. Motion carried.

See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept Warrants for payment as submitted for Vendor Warrants #12, 12A, 12B, 12C, 12D, 12E, 12F, Payroll 24, 25 and Refund 12. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Ludvigsen, Malouf, Olson, Pavlik, Spiegelhalter and Vannelli

Nays: None

Absent: None

The motion carried.

See Appendix B.

IX. Attorney’s Report**A. Legal Matters**

Attorney Jim Lennon reported he had no other reports other than what is included on the agenda.

X. Administrative / Operational Summary**A. Executive Director**

Executive Director Kathy Nowicki reported she has been involved with three meetings related to the 12/6/10 letter from the City of Prospect Heights regarding refuse hauling. She attended this evening's City Finance Committee meeting and asked for consideration for past practice. In an effort to promote communication within the community; the City of Prospect Heights, Fire District, Library District and Park District are planning to meet quarterly.

B. Superintendent of Recreation and Parks

As submitted in the Board packet.

C. Director of Golf Operations

As submitted in the Board packet.

D. Superintendent of Greens

As submitted in the Board packet.

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

Business Manager Annette Curtis provided a "snapshot" of where the Departments are at as of the end of 2010. 2010 invoices are still being collected. The summary is preliminary; all revenue has been included however not all expenses have been included. There was discussion about the preliminary year end numbers reported for the Golf Department. Marc and Jerry have not reviewed the summary with Annette or Kathy. Annette will review further and provide an updated summary to the Finance Committee.

XII. Committee Reports

There were none.

XIII. Unfinished/Ongoing Business**A. OOCC Course Washroom**

Executive Director Kathy Nowicki reported the washroom electrical inspection is scheduled. The brick work is scheduled for this week but the weather may alter the schedule.

B. Lake Claire Property

Executive Director Kathy Nowicki reported that she and Superintendent of Recreation and Parks Dave Figgins met with a contractor yesterday. The contractor has done pond restoration at OOCC. Additional quotes will be obtained. Additional information will be provided at the February Board meeting. There was discussion clarifying how this agenda item was initiated by the adjacent property owner's contact with the City of Prospect Heights.

C. School Street and Claire Lane Playground Renovations

Superintendent of Recreation and Parks Dave Figgins reported a Planning Committee meeting was held. Both parks were discussed and the safety issues related to the playgrounds. He is recommending removing the playground at Claire Lane Park and placing a sign indicating a site plan is in progress. Kids Across America is a non-for-profit agency who can assist with the removal of the playground at no charge.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Spiegelhalter to remove the Claire Lane Park playground as soon as possible, with the assistance of Kids Across America. The motion was unanimously approved by a voice vote. Motion carried.

D. Comprehensive Master Plan Planning

Executive Director Kathy Nowicki drafted a Comprehensive Master Plan RFP. She will still provide a "modern day" version of the 2001 Open Space and Outdoor Facilities Master Plan and present to the Board. There was discussion about revising Task 2 of the proposed RFP to read "Consultant shall utilize demographic information provided by the Park District as referenced in the Community Survey dated 8/2010".

A motion was made by Commissioner Malouf and seconded by Commissioner Olson to authorize Staff to go out for bid for a Request for Proposal for a Master Plan as amended. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Ludvigsen, Malouf, Olson, Pavlik, Spiegelhalter and Vannelli

Nays: None

Absent: None

Motion carried.

XIV. New Business**A. 2011 Combined Budget and Appropriation Approval**

Business Manager Annette Curtis will update projected year end numbers for the District and email the updated budget to Commissioner Barrett and Commissioner Pavlik.

A motion was made by Commissioner Barrett and seconded by Commissioner Olson to table item. A roll call vote was taken.

Ayes: Commissioners Barrett, Malouf and Vannelli

Nays: Commissioners Ludvigsen, Olson, Pavlik and Spiegelhalter

Absent: None

Motion failed.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Pavlik to continue this item at the February Board meeting. A roll call vote was taken.

Ayes: Commissioners Ludvigsen, Malouf, Olson, Pavlik, Spiegelhalter and Vannelli

Nays: Commissioner Barrett

Absent: None

Motion carried

B. 2010 PHPD Audit

Business Manager Annette Curtis reported the auditors will be at the Park District on 1/12/11 to start preliminary reports and to do a Golf inventory. They will return in February.

C. Midori Banquets Operating Agreement Request

Executive Director Kathy Nowicki explained that this item was discussed at the 4/10 Board meeting. At that time it was decided to bring this item back at the 1/11 Board meeting. Since the 4/10 meeting, all agreed upon renovations have been completed. The Board discussed the request and will take this request into future consideration.

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 was none.

XIV. Adjournment

With no further business to discuss a motion was made by Commissioner Spiegelhalter and seconded by Commissioner Pavlik to adjourn the Regular Board Meeting at 8:45 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,

Edlyn Castil

Edlyn Castil

Recording Secretary

Secretary: _____

P. Ludvigsen, Prospect Heights Park District Secretary