

**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 8, 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 7:02 p.m.

Commissioners present:

Jack Barrett
Patrick Ludvigsen
Mark Malouf
Bernie Olson
Dan Pavlik
Jean Spiegelhalter
Bill Vannelli

Commissioners absent:

None

Also Present:

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

B. Pledge of Allegiance

The Pledge of Allegiance was led by Jean Spiegelhalter.

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. The motion carried.

III. Recognition / Introduction

A. Residents - Terry Curtis

B. Employee Recognition – Marci Glinski

Superintendent of Recreation and Parks Dave Figgins recognized employee Marci Glinski. Marci has done a wonderful job with the coordination of the Park District's Senior programs. Marci was honored on January 15, 2011 at Fireside Dinner Theatre in appreciation of her efforts with the Senior programs.

IV. Announcements (Meetings)

A. Regular Board Meeting

03/08/11

7:00 PM

GMRC

V. Correspondence**A. Illinois Department of Revenue Informational Bulletin – January 2011****B. Mount Prospect Library Elected Officials After Hours announcement****C. IAPD Joint Legislative Committee Breakfast invitation**

Executive Director Kathy Nowicki reported an additional correspondence was received from the Cook County Treasurer. Business Manager Annette Curtis will complete the request from the Cook County Treasurer's office after the completion of the audit.

VI. Approval of Minutes**A. Planning Committee Meeting – January 4, 2011**

A motion was made by Commissioner Pavlik and seconded by Commissioner Spiegelhalter to approve the January 4, 2011 Finance Committee Meeting minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

B. Regular Board Meeting – January 11, 2011

A motion was made by Commissioner Malouf and seconded by Commissioner Pavlik to approve the January 11, 2011 Regular Board Meeting minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

VII. Public Comment

Resident Terry Curtis stated she is happy to be a resident of Prospect Heights.

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

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept the Treasurer's Report - Cash Report #02 dated February 8, 2011 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 Barrett and seconded by Commissioner Pavlik to accept Warrants for payment as submitted for Vendor Warrants #1, 1A, 1B, 1C, Payroll 1, 2 and Refund 1. 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 discussed the request made by the IAPD at a prior Board meeting regarding the consideration to hold a summer golf outing at OCCC. The Board discussed the request and they are open to offering the IAPD to hold a summer golf outing at OCCC in May 2012, with cart fees but no greens fees.

B. Superintendent of Recreation and Parks

Commissioner Barrett discussed an article he read in the Chicago Tribune regarding pool drains.

C. Director of Golf Operations

As submitted in the Board packet.

X. Administrative / Operational Summary (continued)**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 an overview of the YTD Fund Summary, Recreation Fund Summary and Golf Course Analysis Statement 1/1/10-12/31/10. There was discussion about the revenue and expenses from the Senior programs. Commissioner Malouf requested a summary of Fund 02-11 direct and indirect expenses.

XII. Committee Reports

There were none.

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

Executive Director Kathy Nowicki reported the plumbing and mechanical inspections were completed.

B. Lake Claire Property

Superintendent of Recreation and Parks Dave Figgins reported that Staff was requested to obtain three quotes for the bank stabilization. Two quotes were received. Staff will ask for an amended quote from the second quote. Staff is trying to obtain a third quote.

C. School Street and Claire Lane Playground Renovations

Superintendent of Recreation and Parks Dave Figgins reported Kids Across America were contacted. They have not been out to inspect the playgrounds yet. If they are unable to remove the playgrounds, the demolition will then be done by Park Staff.

D. Master Plan RFP

Executive Director Kathy Nowicki reported that RFPs were sent to six consultants. Due to the recent extreme weather conditions, the deadline for submission of the RFP was extended to today. Staff received three proposals with Impact Planning being the lowest bidder.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Pavlik to accept the proposal from Impact Planning. The motion was approved by a 5-2 roll call vote.

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

Nays: Commissioners Malouf and Olson

Absent: None

Motion carried.

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

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to adopt the Combined Budget and Appropriation Ordinance 02.08.11. A roll call vote was taken.

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

Nays: None

Absent: None

Motion carried.

XIV. New Business (continued)**B. Fixed Fuel (Gasoline/Diesel) Pricing**

Executive Director Kathy Nowicki discussed the option proposed by Palatine Oil to purchase the 2011 fuel at a fixed price. The Park Attorney reviewed the terms Palatine Oil proposed and submitted comments back to Palatine Oil. Palatine Oil accepted the comments. Staff is looking for approval to proceed into an agreement with Palatine Oil.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Vannelli to enter into an agreement with Palatine Oil with fixed fuel costs not to exceed \$20,000. A roll call vote was taken.

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

Nays: None

Absent: None

Motion carried.

C. Chicago Metropolitan Agency for Planning CMAQ grant application

Executive Director Kathy Nowicki discussed an opportunity for the Park District to obtain grant money for 2012 to expand an estimated one mile of the bike path which could connect corridors in the community. Based on the Community Survey, biking and walking paths were identified as high participation by the residents. The grant would be an 80%/20% match which would be about \$40,000 from the Capital Fund in 2012. Staff is looking for direction from the Board whether or not to make application for this grant.

A motion was made by Commissioner Malouf and seconded by Commissioner Pavlik to give Staff direction to proceed with the grant application and to go back to the Board with any consultant expenses. The motion was unanimously approved by a voice vote. The motion carried.

D. Disc Golf Development

There was discussion about setting up a 4-5 hole disc golf at one of the parks. Staff was given direction to look into the estimated cost, possible location(s) and whether or not the equipment can be portable (for possible use by the summer camps).

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 Malouf and seconded by Commissioner Spiegelhalter to adjourn the Regular Board Meeting at 8:55 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