

**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 13, 2011**

I. Call to Order

A. Roll Call

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:11 p.m.

Commissioners present:

Jack Barrett

Terry Curtis

Patrick Ludvigsen

Mark Malouf

Bernie Olson

Bill Vannelli

Also Present:

Kathy Nowicki – Executive Director

Dave Figgins – Superintendent of Recreation and Parks

Annette Curtis – Business Manager

Marc Heidkamp – Director of Golf Operations

James Lennon – Park District Attorney

Edlyn Castil – Administrative Assistant/Recording Secretary

Commissioners absent:

Lisa Gould

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Annette Curtis.

II. Corrections / Additions / Approval of Agenda

By consensus, Item XIII Unfinished/Ongoing Business was moved to after Item XV.

A motion was made by Commissioner Olson and seconded by Commissioner Malouf to approve the agenda as amended. The motion was unanimously approved by a voice vote. The motion carried.

III. Correspondence

A. Government Finances Officer Association letter received November 9, 2011

B. PDRMA letter dated November 17, 2011

C. Sikich LLP letter dated December 2, 2011

IV. Recognition/Welcome

A. Residents - Meg Vannelli, Prospect Heights resident.

B. Employee Recognition – Dave Figgins recognized Lily Gallegos. Lily started working at the Park District as a volunteer in the Summer Camp Program and moved to the KinderStop Program. The Park District appreciates Lily's efforts and will be recognized at the All Staff Meeting on Friday.

Commissioner Malouf commented on the great job with the GFOA and PDRMA Loss Control.

Executive Director Kathy Nowicki recognized Business Manager Annette Curtis for receiving the Certificate of Excellence from GFOA and recognized Commissioner Olson's 35 years service as Park Commissioner.

C. Guests – There were none.

V. Approval of Minutes**A. Committee of the Whole Meeting – November 8, 2011**

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to approve the November 8, 2011 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

B. Regular Board Meeting – November 8, 2011

A motion was made by Commissioner Olson and seconded by Commissioner Ludvigsen to approve the November 8, 2011 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

C. Committee of the Whole Meeting – November 22, 2011

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to approve the November 22, 2011 Committee of the Whole Meeting Minutes as submitted. The motion was approved by a voice vote with one abstain (Malouf). The motion carried.

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

A motion was made by Commissioner Malouf and seconded by Commissioner Olson to accept the Treasurer's Report – Cash Report #12 dated December 13, 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 Malouf and seconded by Commissioner Olson to accept Warrants for payment as submitted for Vendor Warrants # 11, 11A, 11B, 11C, 11D, Payroll #22, 23 and Refund #11. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Ludvigsen, Malouf, Olson and Vannelli

Nays: None

Absent: Commissioner Gould

The motion carried. See Appendix B.

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

Business Manager Annette Curtis reported that the bond payments were made and distributed on November 30, 2011. Commissioner Malouf commented about the Golf Course Analysis and that Jerry Arden has done a great job keeping the Grounds expenses down.

VIII. Attorney's Report**A. Legal Matters**

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

IX. Administrative / Operational Summary

A. Executive Director – Executive Director Kathy Nowicki discussed the Library's (4) four identified sites for developing additional parking. The Board was asked if they had any interest in the Park District selling property in total or in part to the Library and if they had any interest in allowing the development of (47) forty-seven parking spaces. At this time, by consensus, the Board is opposed to selling Park property. However, the Board is not opposed to a lease agreement for Library development of additional parking.

B. Superintendent of Recreation and Parks - As submitted in the Board Report.

C. Director of Golf Operations – Director of Golf Operations Marc Heidkamp reported the Turkey Shoot was successful. The Golf Course is closed now. Jerry Arden is working on the golf equipment for next year.

XII. Public Comment

There were none.

XV. Recess into Executive Session

A motion was made by Commissioner Olson and seconded by Commissioner Ludvigsen to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of Personnel (Section 2(c)(1)) at 7:57 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 8:38 p.m. During Executive Session personnel was discussed.

XVII. Possible Action on Matters Discussed Executive Session

There was none.

XIII. Unfinished / Ongoing Business**A. Claire Lane Park**

Dave Figgins reported the Claire Lane Park playground equipment, shelter, shade structure and chips have been installed at the park site. The concrete work will be completed early Spring 2012.

B. 2012 Budget Draft 3

The updates presented in the 2012 Budget – draft 3 were highlighted in the Committee of the Whole Meeting preceding the Regular Board Meeting. The discussion included 2012 salary/wage increases.

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis directing the display of 2012 PHPD Budget as amended prior to Budget and Appropriation Ordinance approval. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Ludvigsen, Malouf, Olson and Vannelli

Nays: None

Absent: Commissioner Gould

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Olson directing the Executive Director and Director of Gold to seek a contract for outsourcing the OOC Grounds hourly seasonal employees. The contract subject to attorney review. The motion was unanimously approved by a voice vote. The motion carried.

XVIII. Closing Comments

Commissioner Olson commented on the Claire Lake drainage pipe. Staff will follow-up with City of Prospect Heights Public Works.

XV. Adjournment

With no further business to discuss a motion was made by Commissioner Olson and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 8:55p.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