

**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, APRIL 13, 2010**

I. Call to Order

A. Roll Call

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

Commissioners present:

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

Commissioners absent:

Jack Barrett

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 – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Bill Vannelli.

II. Corrections / Additions / Approval of Agenda

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

III. Recognition / Introduction

A. Residents

Meg Vannelli was present.

B. Guests – Brian LeFavre, Sikich LLP

C. Recognition – Charlie Tawse

Marc Heidkamp recognized Charlie Tawse, a seasonal employee at OOC. Charlie voluntarily helped the golf course with various tasks to start the 2010 golf season.

IV. Announcements (Meetings)

A. Regular Board Meeting 05/11/10 7:00 PM GMRC

V. Correspondence

- A. Park District Risk Management Association (PDRMA) email dated March 23, 2010**
B. Special Leisure Services Foundation Brunch invitation
C. Park District Risk Management Association (PDRMA) Healthbeat newsletter Winter 2010
D. Midori Banquets letter dated April 8, 2010

Commissioner Pavlik reported he received his Statement of Economic Interest. Executive Director Kathy Nowicki reported she received a thank you note from one of Staff. Commissioner Malouf reported he received a letter from the National Park Recreation Association.

VI. Approval of Minutes**A. Regular Board Meeting – March 9, 2010**

A motion was made by Commissioner Olson and seconded by Commissioner Malouf to approve the March 9, 2010 Regular Board Meeting minutes as submitted. The motion was unanimously approved by a voice vote. Motion carried.

VII. Public Comment

Resident, Meg Vannelli, wished everyone “Happy Spring”.

VIII. Park District Treasurer’s Report**A. Cash Report #04**

A motion was made by Commissioner Pavlik and seconded by Commissioner Olson to accept the Treasurer’s Report – Cash Report #04 dated April 13, 2010 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 Pavlik and seconded by Commissioner Vannelli to accept Warrants for payment as submitted for Vendor Warrants #3, 3A, 3B, 3C, Payroll 5, 6 and Refund 3. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Barrett

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 on the agenda

By consensus, Item XIII was moved up on the agenda.

XIII. Unfinished/Ongoing Business

A. 2009 Audit Approval

Brian LeFavre of Sikich LLP discussed the audit process and the items that were included in the Annual Financial Report.

A motion was made by Commissioner Malouf and seconded by Commissioner Olson to accept the Annual Financial Report year end December 31, 2009. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Barrett

The motion carried.

X. Administrative / Operational Summary

A. Executive Director

Executive Director Kathy Nowicki and Director of Golf Operations Marc Heidkamp provided a visual presentation of the Midori improvements 2009-10. Kathy Nowicki distributed to the Commissioners a stand-alone washroom design that had two roof elevations. The design represented a brick structure and is not a precast construction. There was discussion about the benefits of a flat or pitched roof, partitions separating the men's and women's door, adding a drinking fountain, and overhang by the entrance doors.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Vannelli to approve the design plan with recommendations discussed and a final approval by Commissioner Malouf. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Barrett

The motion carried.

There was discussion about the letter received from Bonnie Ma regarding the right of first refusal. Attorney Jim Lennon will put together a memo describing options.

B. Superintendent of Recreation and Parks

C. Director of Golf Operations

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 reported the beginning balances in the YTD Fund Summary have been updated for the audit.

The Board thanked Annette for the work she did with the audit.

XII. Committee Reports

Commissioner Olson reported OCCC has two outdoor 12 ft benches which were donated from a church.

XIV. New Business

A. Community Survey – bid approval

Executive Director Kathy Nowicki and Superintendent of Recreation and Parks Dave Figgins reported five RFPs were sent out and they received three proposals back. Public Research Group was the low bidder. The projected community wide survey process would start the end of April 2010 with presentation at the July 2010 meeting or results in August 2010.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Ludvigsen to approve bid proposal from Public Research Group to provide the community wide survey and allow \$9,100 to be moved from restricted funds to unrestricted funds. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Barrett

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 was none.

XIV. Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to adjourn the Regular Board Meeting at 8:08 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