

**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 17, 2012**

I. Call to Order

A. Roll Call

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

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

Commissioners absent:
None

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Mark Malouf.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Vannelli and seconded by Commissioner Malouf to move Item V after Item II, Item XVI, XVII, and XVIII after Item V and Item XIII after Item XVIII. The motion was unanimously approved by a voice vote. The motion carried.

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

V. Board Vacancy (April 2012 – April 2013) Commissioner Oath of Office

Park District Attorney Jim Lennon gave the Oath of Office to Commissioner Karl Jackson.

XVI. Recess Into Executive Session

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to recess into Executive Session at 7:06 pm for the purpose of personnel. The motion was unanimously approved by a voice vote.

XVII. Reconvene to Open Session

Open session reconvened at 7:42 pm.

XVIII. Possible Action on Matters Discussed Executive Session

During Executive Session personnel was discussed and Executive Director Kathy Nowicki was given direction by the Board regarding the Recognition for former Commissioner Bernie Olson.

XIII. Public Comment

Resident Fran Morava commented about the Recognition for former Commissioner Bernie Olson.

Commissioner Malouf departed at 7:48 pm.

III. Correspondence

A. Park District Risk Management Agency PDRMA Healthbeat newsletter

B. IAPD Legal Announcement dated March 22, 2012

C. Prospect Heights Notice to Property Owners – Plan Zoning Board of Appeals Public Hearing

IV. Recognition/Welcome

A. Residents - Meg Vannelli and Fran Morava

B. Employee Recognition – GMRC Front Desk Staff. Superintendent of Parks and Recreation Dave Figgins recognized the GMRC Front Desk Staff for all their efforts during the transition of Carole Svoboda's retirement and the hiring of Michelle Brennon. The Front Desk Staff worked to provide the coverage needed at the Front Desk. They will be recognized at the All Staff Meeting on Friday.

C. Guests – Brian Lefevre, Sikich LLP

VI. Approval of Minutes

A. Regular Board Meeting – March 20, 2012

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to approve the March 20, 2012 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent, Commissioner Malouf. The motion carried.

VII. Park District Treasurer's Report

A. Cash Report #04

A motion was made by Commissioner Gould and seconded by Commissioner Ludvigsen to accept the Treasurer's Report – Cash Report #04 dated April 17, 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 Jackson to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 3D, 3E, Payroll # 5, 6 and Refund #3. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Vannelli

Nays: None

Absent: Commissioner Malouf

The motion carried. See Appendix B.

VIII. Business Manager Report

A. YTD Fund Summary

B. Recreation Fund Summary

Business Manager Annette Curtis reviewed the YTD Fund Summary and the Recreation Fund Summary. She commented that the allocation of Staff salaries out of the Recreation General Fund was done in March rather than October.

IX. Attorney's Report

A. Legal Matters

Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

X. Administrative / Operational Summary**A. Executive Director** – as submitted**B. Superintendent of Recreation and Parks** – as submitted**C. Director of Golf Operations** – as submitted**D. Superintendent of Greens** – as submitted**E. Administrative/Operational Updates**

- **ADA Transition Plan – Phase 1.** Dave Figgins reported they are continuing with the plan and compliance. They are currently getting quotes, proposals and options for the changes with the front entrance of GMRC.
- **GMRC Operating Hours.** Dave Figgins reported GMRC operating hours were extended on Fridays from 6 pm to 7 pm. During the extra hour, there were less than four patrons at GMRC. GMRC usage will continue to be monitored.
- **Resident and Employee Program/User Discounts.** Kathy will work with Dave and the Recreation Committee Chair regarding the fees and discounts.

XI. President's Report

There was none.

XII. Announcements (Meetings)

A. Regular Board Meeting	05/15/12	7:00 PM	GMRC
---------------------------------	-----------------	----------------	-------------

XIV. Unfinished / Ongoing Business

There was none.

XV. New Business**A. 2011 Audit Approval**

Brian Lefevre of Sikich LLP presented and reviewed the Comprehensive Annual Financial Report Year Ended December 31, 2011.

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to approve the Comprehensive Annual Financial Report Year Ended December 31, 2011 as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Vannelli

Nays: None

Absent: Commissioner Malouf

The motion carried.

B. PHPD Ordinance 09.14.04 amended 04.08.08 Review

Executive Director Kathy Nowicki explained that she and Superintendent of Parks and Recreation Dave Figgins reviewed Ordinance 09.14.04 and highlighted the revisions in bold. Sections 42 and 43 are new sections. There is also a change in Section 17.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to adopt Ordinance 09.14.04 as restated. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Vannelli

Nays: None

Absent: Commissioner Malouf

The motion carried.

XV. New Business (continued)

C. 2012 Golf Fee Schedule

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to commit the Golf course revenue to Golf Operations Fund 03 and Golf Capital Fund 23. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Vannelli

Nays: None

Absent: Commissioner Malouf

The motion carried.

XVIII. Closing Comments

There were none.

XIX. Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to adjourn the Regular Board Meeting at 8:35 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