

**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, MAY 15, 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 7:03 p.m.

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

Commissioners absent:
Karl Jackson

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Kathy Nowicki.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the agenda as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

III. Correspondence

- A. Park District Risk Management Agency (PDRMA) Pulse Spring newsletter**
- B. IAPD Workshop announcement – “Building an Effective Board”**
- C. NWSRA Program Registration Report April 2012**
- D. IAPD Legislative Update #12-2012**
- E. Park District Risk Management Agency (PDRMA) 2011 Annual Report**

IV. Nomination and Election of Officers May 2012 – April 2013

A. Park Board President

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to open Nominations for 2012-2013 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to nominate Jack Barrett as Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to close nominations for 2012-2013 Park Board President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

IV. Nomination and Election of Officers May 2012 – April 2013 (continued)

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to elect Jack Barrett Park Board President by acclamation. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

B. Park Board Vice-President

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to open Nominations for 2012-2013 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to nominate Pat Ludvigsen as Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to close nominations for 2012-2013 Park Board Vice-President. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to elect Pat Ludvigsen Park Board Vice-President by acclamation. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

C. Park Board Treasurer

A motion was made by Commissioner Curtis and seconded by Commissioner Ludvigsen to open Nominations for 2012-2013 Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to nominate Lisa Gould as Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to close nominations for 2012-2013 Park Board Treasurer. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to elect Lisa Gould Park Board Treasurer by acclamation. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

D. Park Board Secretary

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to open Nominations for 2012-2013 Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to nominate Bill Vannelli as Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

IV. Nomination and Election of Officers May 2012 – April 2013 (continued)

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to close nominations for 2012-2013 Park Board Secretary. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to elect Bill Vannelli Park Board Secretary by acclamation. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

V. Recognition/Welcome

A. Residents - Meg Vannelli and William Welte

B. Employee Recognition – Dave Figgins recognized Ruby, the service canine who has serviced the golf course for the last 4 years.

C. Guests – Tracey Crawford, Executive Director NWSRA. Tracey Crawford provided an overview of the services NWSRA provides to the 17 member communities. She reviewed the 2011 NWSRA Program Report. There was discussion about the four observed trends: an increase in diagnosis of autism, physically challenged individuals, senior citizens and adults graduating from high school.

VI. Approval of Minutes**A. Regular Board Meeting – April 17, 2012**

Commissioner Curtis discussed two corrections to the April 17, 2012 Regular Board Minutes.

Item VII. Park District Treasurer’s Report, A. Cash Report #04 should read as follows: “The motion was unanimously approved by a voice vote, *with one absent, Commissioner Malouf.*”

Item VII. Park District Treasurer’s Report, B. Approval of Warrants for Payment should read as follows: “Ayes: Commissioner Barrett, Curtis, Gould *Jackson*, Vannelli”

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to approve the April 17, 2012 Regular Board Meeting Minutes as amended. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried.

VII. Park District Treasurer’s Report**A. Cash Report #05**

A motion was made by Commissioner Gould and seconded by Commissioner Ludvigsen to accept the Treasurer’s Report – Cash Report #05 dated May 15, 2012 as submitted. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The motion carried. See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept Warrants for payment as submitted for Vendor Warrants # 4, 4A, 4B, 4C, 4D, Payroll # 7, 8 and Refund #4. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried. See Appendix B.

VIII. Business Manager Report

A. YTD Fund Summary – as submitted

B. Recreation Fund Summary – as submitted

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 – Kathy Nowicki reported that the Park District received a plaque of appreciation from the Prospect Heights Lions Club.

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 reported there are two projects underway; the lift for the pool entry and an additional pool railing.
- **Department Report – Preschool.** Kathy reviewed the Departmental Report from Preschool which included a 3-year average in which 2011-12 exceeds the average.
- **Resident and Employee Program/User Discounts.** Kathy distributed a summary of Resident and Non-Resident fees and three recommendations for the Committee to consider. This item will be referred to the Recreation Committee.

XI. President's Report

Commissioner Barrett reviewed the proposed Committee Assignments. The final Committee Assignments will be brought to the next Regular Board Meeting.

XII. Announcements (Meetings)

A. Regular Board Meeting **06/19/12** **7:00 PM** **GMRC**

XIII. Public Comment

Resident William Welte commented about his concerns with OOCC. His concerns will be referred to the OOCC Golf Committee.

XIV. Unfinished / Ongoing Business

There was none.

XV. New Business**A. Fund Balance Policy**

This item will be brought back to the next Regular Board Meeting.

B. Audit Services 2012-2013

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to approve to extend audit services from Sikich, LLC for the next 2 years per 2009 proposal. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

C. Personnel Policy

The proposed Appendix G Blogging & Social Media Policy and Appendix H Telephone and Cellular Telephone Usage Policy were reviewed. Commissioner Malouf discussed adding “apply” and “while parked” in paragraph 4 of Appendix H.

XV. New Business (continued)

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve Appendix G Blogging & Social Media Policy and Appendix H Telephone and Cellular Telephone Usage Policy of the Personnel Policy as amended. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

D. Board Policy

Commissioner Curtis distributed to the Board a draft Board Policy for their review.

E. Park District Appointment May 2012 – April 2013**1. Park District Attorney**

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to appoint James Lennon as Park District Attorney. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

2. Representative to NWSRA Board

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to appoint Kathy Nowicki as Representative to the NWSRA Board. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

3. Recording Secretary

A motion was made by Commissioner Curtis and seconded by Commissioner Ludvigsen to appoint Edlyn Castil as Recording Secretary. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

XVI. Recess into Executive Session

There was none.

XVII. Reconvene to Open Session

There was none.

XVIII. Possible Action on Matters Discussed in Executive Session

There was none.

XIX. Closing Comments

Commissioner Barrett commented about William Welte's comments about OOC. Commissioner Malouf discussed looking into new signage at OOC. There was discussion about considering changing the name of OOC.

XX. Adjournment

With no further business to discuss a motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:46 p.m. The motion was unanimously approved by a voice vote with one absent (Commissioner Jackson). The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
W. Vannelli, Prospect Heights Park District Secretary