

**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, AUGUST 11, 2009**

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:

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

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation and Parks
Annette Curtis – Business Manager
James Lennon – Park District Attorney

B. Pledge of Allegiance

Led by Bernie Olson.

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.

III. Recognition / Introduction

A. Residents

Meg Vannelli, Prospect Heights resident.

B. Guests

There were none.

C. Staff Recognition – Performing Arts Camp Staff

Superintendent of Recreation and Parks Dave Figgins recognized the Performing Arts Camp Staff. This is the 8th year the camp has been held. This year's performance, The Glass Slipper, was a huge success.

III. Recognition / Introduction (continued)**C. Staff Recognition – Performing Arts Camp Staff**

Dave Figgins also provided an update regarding the Pool Staff who assisted with a motor vehicle accident that occurred on the roadway near the pool on July 24th.

IV. Announcements (Meetings)

- | | | | |
|--------------------------------------|-----------------|----------------|-------------|
| A. Planning Committee Meeting | 08/25/09 | 6:00 PM | GMRC |
| B. Regular Board Meeting | 09/08/09 | 7:00 PM | GMRC |

V. Correspondence

- A. Prospect Heights Lions Club thank you received July 17, 2009**
- B. NWSRA Inclusion Report (July 2009)**
- C. Prospect Heights Fire Protection District letter dated July 29, 2009**
- D. IAPD “Best of the Best” Awards Gala Invitation**
- E. PHPD patron letter received August 5, 2009**

There was also discussion about correspondence received for the Dollars for Scholars event honoring the scholarship winners on July 31st and a Harper College event, “Shaping Our Future”, scheduled on Wednesday, August 19th 5:30 pm – 7:30 pm.

VI. Approval of Minutes**A. Regular Board Meeting – July 14, 2009**

A motion was made by Commissioner Barrett and seconded by Commissioner Malouf to approve the July 14, 2009 Regular Board Meeting minutes as submitted. The motion was approved by a voice vote. Abstains (Spiegelhalter, Olson).

VII. Public Comment

There was none.

VIII. Park District Treasurer’s Report**A. Cash Report #08**

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to accept the Treasurer’s Report – Cash Report #08 dated August 11, 2009 as submitted. The motion was unanimously approved by voice vote.

See Appendix A

B. Approval of Warrants for Payment

A motion was made by Commissioner Barrett and seconded by Commissioner Vannelli to accept Warrants for payment as submitted for Vendor Warrants # 7, 7A, 7B, 7C, 7D, 7E, Payroll 14, 15, 16 and Refund 7. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

See Appendix B

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

As submitted in Board Packet.

Executive Director Kathy Nowicki reported the Park District received a plaque from the Illinois Junior Golf Association in appreciation for the Park District's support for hosting the annual IJGA golf event at Old Orchard.

Commissioner Pavlik reported there is an NWSRA golf outing on Wednesday, August 26th.

XI. Business Manager Report**A. YTD 2009 Fund Summary**

There was discussion about the YTD 2009 fund summary.

B. Recreation Fund (02-16) Summary

There was discussion about this report. Business Manager Annette Curtis provided explanation about the difference in Golf from 2008 vs. 2009. Commissioner Pavlik commented about the Golf revenue.

XII. Committee Reports**A. Policy and Procedure Committee**

Commissioner Vannelli led the discussion about policy and procedures. The Park District does not have a documented Board Policy Manual. Executive Director Kathy Nowicki will submit first draft of Board Policy Manual for Board review in the September Board packet.

XIII. Unfinished / Ongoing Business

There were none.

XIV. New Business**A. Access Audit Proposal Approval**

Superintendent of Recreation and Parks Dave Figgins reported three proposals were obtained. Staff is requesting approval of the proposal from the lowest bidder, Recreation Accessibility Consultants.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to accept the proposal from Recreation Accessibility Consultants. The motion was approved by a roll call vote.

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

Nays: Commissioner Malouf

Absent: None

XIV. New Business (continued)**B. Prevailing Wage Ordinance 08.11.09**

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Vannelli to approve Prevailing Wage Ordinance 08.11.09. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

C. GMRC Operating Hours

Executive Director Kathy Nowicki discussed staff's recommendation to alter GMRC operating hours based on the survey of Fitness Center members, budgetary concerns and staff's input. The change would be effective September 1, 2009.

A motion was made by Commissioner Olson and seconded by Commissioner Ludvigsen to approve the change in operating hours. The motion was unanimously approved by voice vote.

XV. Recess into Executive Session

It was moved by Commissioner Barrett and seconded by Commissioner Olson 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 the following items: Approval of Minutes (Section 2(c)(21)) and Personnel (Section 2(c)(1)) at 8:26 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 9:01 p.m. During Executive Session approval of minutes and personnel were discussed.

XVII. Possible Action on Matters Discussed Executive Session

Personnel Committee was directed to work with Park Attorney to draft an employment contract consistent with Executive Session discussion.

XVIII. Adjournment

With no further business to discuss a motion was made by Commissioner Spiegelhalter and seconded by Commissioner Vannelli to adjourn the Regular Board Meeting at 9:02 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