

**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, JULY 14, 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 7:02 p.m.

Commissioners present:

Jack Barrett  
Patrick Ludvigsen  
Mark Malouf  
Dan Pavlik  
Bill Vannelli

Commissioners absent:

Bernie Olson  
Jean Spiegelhalter

Also Present:

Kathy Nowicki – Executive Director  
Dave Figgins – Superintendent of Recreation and Parks  
Annette Curtis – Business Manager (arrived at 7:06 p.m.)  
James Lennon – Park District Attorney  
Edlyn Castil – Recording Secretary

**B. Pledge of Allegiance**

Led by Dan Pavlik.

**II. Corrections / Additions / Approval of Agenda**

Commissioner Pavlik requested that the Agenda be amended to add under Correspondence, Item C, a letter received on July 13, 2009 from Recreation Accessibility Consultants, Inc.

A motion was made by Commissioner Barrett and seconded by Commissioner Malouf to accept the Agenda as amended. The motion was unanimously approved by a voice vote.

**III. Recognition / Introduction**

**A. Residents**

Meg Vannelli, Prospect Heights resident.

**B. Guests**

Dave Phillips, Speer Financial Inc.

**III. Recognition / Introduction (continued)****C. Staff Recognition – Nancy Salt**

Executive Director Kathy Nowicki recognized Nancy Salt. Nancy processes all of the seasonal hiring documents which include aquatics, camps and golf staff. She follows through with all of the Park District employment documentation, processes payroll and maintains Human Resource files.

**IV. Announcements (Meetings)**

**A. Regular Board Meeting                      08/11/09                      7:00 PM                      GMRC**

**V. Correspondence****A. PDRMA Pulse – Summer 2009****B. Williams Architects email sent July 7, 2009****C. Recreation Accessibility Consultants, Inc.**

This letter pertains to the Park District Self Evaluation for ADA compliance. NWSRA provided the Park district with names of two companies to obtain bid proposals. Commissioner Malouf prefers obtaining a third bid proposal. Executive Director Kathy Nowicki will obtain a third bid.

A motion was made by Commissioner Pavlik and seconded by Commissioner Ludvigsen to take action and obtain a total of three proposals and include Accessibility Audit to the August 11<sup>th</sup> Board Meeting agenda. The motion was unanimously approved by a voice vote.

**VI. Approval of Minutes****A. Regular Board Meeting – June 9, 2009**

A motion was made by Commissioner Barrett and seconded by Commissioner Malouf to approve the June 9, 2009 Regular Board Meeting minutes as submitted. The motion was approved by a voice vote..

**VII. Public Comment**

There was none.

**VIII. Park District Treasurer's Report****A. Cash Report #07**

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to accept the Treasurer's Report – Cash Report #07 dated July 14, 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 # 6, 6A, 6B, 6C, 6D, 6E, Payroll 12, 13 and Refund 6. The motion was unanimously approved by a roll call vote.

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

Nays:                      None

Absent:                      Commissioners Olson, Spiegelhalter

**VIII. Park District Treasurer's Report (continued)****B. Approval of Warrants for Payment**

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. He also reported that at the last meeting, he was requested to review the contract for the Golf GPS. The contract was reviewed and some changes were made. The contract has been signed.

**X. Administrative / Operational Summary**

As submitted in Board Packet.

Executive Director Kathy Nowicki reported on summary of staff who were issued Park District attire. She provided samples of the current ID badges and alternate ID badge samples. She is recommending a neutral color ID badge that would have the Park District logo, the Park name, employee name and title. These badges would cost about \$4 each.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to purchase ID badges as recommended by Executive Director Kathy Nowicki. The motion was approved by a voice vote.

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

There was discussion about the YTD 2009 fund summary. Commissioner Pavlik commented that over all the Recreation Fund has really improved.

**B. Recreation Fund (02-16) Summary**

There was discussion about this report.

**XII. Committee Reports**

**Policy and Procedure** - Commissioner Vannelli commented on the review of a sample Board Policy Manual. Commissioner Pavlik requested that this item be deferred to the August meeting.

**XIII. Unfinished / Ongoing Business****A. Referendum (Informational – Dave Phillips, Speer Financial)**

Dave Phillips of Speer Financial distributed information titled "Referendum Planning – A Systems Approach". Speer Financial will be holding seminars in September to cover this topic. Commissioner Barrett posed questions/discussion related to alternate debt funding. The topic was addressed by Dave Phillips and discussion by Board members followed. Dave Phillips also explained the difference between alternate bonds and limited bonds. There was discussion about a timing issue with a referendum. Commissioner Pavlik commented that the Park District would need to know whether or not the School District, Library District and/or the City had plans for placing a referendum on the ballot.

**XIV. New Business**

**A. PHPD Electric/Natural Gas Purchase – IUPC Cooperative**

Executive Director Kathy Nowicki reviewed the proposed IUPC Cooperative agreement. The co-op focuses on utility expenses and provides a reduction in cost which is based on total usage of membership. The co-op has 103 members and is expanding. The Park District is not currently tied into a utility contract.

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to approve IUPC Cooperative agreement subject to Attorney review. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Olson, Spiegelhalter

**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.

**XVIII. Adjournment**

With no further business to discuss a motion was made by Commissioner Malouf 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