

**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, November 10, 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 7:05 p.m.

Commissioners present:

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

Also Present:

Kathy Nowicki – Executive Director  
Dave Figgins – Superintendent of Recreation and Parks  
Annette Curtis – Business Manager  
Marc Heidkamp – Director of Golf Operations  
Jerry Arden – Superintendent of Greens  
Laura Fudala – Supervisor of Recreation and Aquatics (departed at 7:24 p.m.)  
Marci Glinski – Supervisor of Recreation (departed at 7:24 p.m.)  
James Lennon – Park District Attorney  
Edlyn Castil – Recording Secretary

**B. Pledge of Allegiance**

Led by Dave Figgins.

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

Commissioner Pavlik requested to add under section XIII. Unfinished/Ongoing Business, item A. Resolution 11.10.09, item B. Fitness Center Status, and item C. Suggestion Box. Commissioner Barrett asked to add discussion regarding explanation of taxes under section IX. Attorney's Report.

A motion was made by Commissioner Olson 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, Senior V.P. Spear Financial, Inc.

**C. Staff Recognition**

Superintendent of Recreation and Parks Dave Figgins recognized Javier Montesinos, seasonal Parks employee, for his contribution with the parks, building and special events. Dave commented that Javier is always willing to help and is very dependable.

**IV. Announcements (Meetings)**

<b>A. Finance Committee Meeting</b>	<b>11/24/09</b>	<b>6:00 PM</b>	<b>GMRC</b>
<b>B. Regular Board Meeting</b>	<b>12/09/09</b>	<b>7:00 PM</b>	<b>GMRC</b>

**V. Correspondence****A. IAPD letter dated October 7, 2009****B. Northwest Special Recreation Association letter dated October 13, 2009****C. M. Wurster email October 15, 2009****D. Speer Financial letter dated October 29, 2009**

Commissioner Pavlik reported receiving correspondence to Harper College's presentation of Diary of Anne Frank.

**VI. Approval of Minutes****A. Regular Board Meeting – October 13, 2009**

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to approve the October 13, 2009 Regular Board Meeting minutes as submitted. The motion was unanimously approved by a voice vote.

**VII. Public Comment**

There was none.

**VIII. Park District Treasurer's Report****A. Cash Report #11**

A motion was made by Commissioner Barrett and seconded by Commissioner Vannelli to accept the Treasurer's Report – Cash Report #11 dated November 10, 2009 as submitted. The motion was unanimously approved by voice vote. The motion carried. See Appendix A

**B. Approval of Warrants for Payment**

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to accept Warrants for payment as submitted for Vendor Warrants # 10, 10A, 10B, 10C, 10D, 10E, Payroll 21, 22 and Refund 10. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

**B. Approval of Warrants for Payment (continued)**

The motion carried.

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 provided an explanation about a tax bill that was received for Walnut Woods. This property should be exempt and it is in the process of obtaining an exemption.

**X. Administrative / Operational Summary**

As submitted in Board Packet.

Director of Golf Operations Marc Heidkamp reported the golf course will remain open as long as weather permits.

**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 were no comments about the Recreation Fund (02-16) Summary.

**XIV. New Business****A. General Obligation Limited Tax Park Bonds, Series 2009****- Acceptance of Low Bid**

Dave Phillips of Speer Financial, Inc. reported four (4) bids were received. He recommended accepting the bid from the low bidder, Harris N.A., Chicago, Illinois at a 1.95% net interest rate.

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to accept the low bid from Harris N.A., Chicago, Illinois at a 1.95% net interest rate. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**- Adoption of Bond Ordinance**

A motion was made by Commissioner Olson and seconded by Commissioner Malouf to adopt Bond Ordinance 11.10.09 providing for the issue of \$501,070 General Obligation Limited Tax Park Bonds, Series 2009. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**XII. Committee Reports**

There were none.

**XIII. Unfinished / Ongoing Business****A. Resolution 11.10.09 Short Term Loan Program Participation**

Short term loan application has been reviewed by Midwest Bank for funds needed by the Park District due to a delay in receiving payment of property taxes and bond payments due in December. Midwest Bank does not have any prepayment penalties and there are no fees for the program.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to participate in the Midwest Bank short term loan program in the amount of \$730,000 for a maximum of three (3) months at a 4.75% interest rate.

The motion was approved by a roll call vote.

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

Nays: Commissioner Malouf

Absent: None

The motion carried.

**B. Fitness Center Status**

Commissioner Malouf inquired whether or not a decision was made about the equipment a patron would like returned to the Fitness Center. Status related to the equipment will be provided to the Fitness Center member following the ADA audit.

**C. Suggestion Box**

Executive Director Kathy Nowicki reported that a comment card has been designed and staff will receive instructions related to the comment card at the All Staff meeting on Friday, November 13th. The comment forms at the Front Desk will be revised to mimic the Fitness Center comment card.

**XIV. New Business****B. 2009 Property Tax Levy**

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to accept the 2009 Property Tax Levy as submitted. 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. 2009 – 2013 Audit Services**

Business Manager Annette Curtis reported an RFP for audit services was submitted to three (3) auditing firms. Proposals were received from Sikich and Knutte & Associates. She is recommending accepting the proposal from Sikich. There was discussion regarding services of both firms and the cost for three (3) years with the optional two (2) years extension.

**C. 2009 – 2013 Audit Services (continued)**

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Spiegelhalter to approve the selection of Sikich LLP to perform Auditing Services for the Prospect Heights Park District, provided year-end support services were included in base fee proposal. In the event that year-end services are not included, this item will require further Board discussion.

The motion was approved by a roll call vote.

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

Nays: Commissioners Barrett, Malouf

Absent: None

Motion carried.

**D. IAPD/IPRA Annual Conference Credential Certificate**

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to appoint Kathy Nowicki as a delegate and Dave Figgins as an alternate to the Annual Business Meeting at the IAPD/IPRA January 2010 Conference. The motion was unanimously approved by a voice vote.

**E. OOC Washroom Project**

Executive Director Kathy Nowicki reported the Village of Mount Prospect is reviewing drawings of the precast washroom construction. The Commissioners found the proposed OOC precast structure and the site acceptable. The next step is for Bonnie Ma to submit a detailed site plan to the Village of Mount Prospect. Kathy Nowicki and Marc Heidkamp will review the list of Clubhouse improvements with Bonnie and provide an update to the Board.

**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 Ludvigsen and seconded by Commissioner Vannelli to adjourn the Regular Board Meeting at 9:10 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