

**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 9, 2010**

I. Call to Order

A. Roll Call

President Bernie Olson called the Regular Board Meeting of the Prospect Heights Park District to order at 7:07 p.m.

Commissioners present:

Jack Barrett
Mark Malouf
Bernie Olson
Dan Pavlik
Jean Spiegelhalter

Commissioners absent:

Patrick Ludvigsen
Bill Vannelli

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation and Parks
Gerald Arden – Superintendent of Greens
Annette Curtis – Business Manager
Laura Fudala - Supervisor of Recreation and Aquatics
Marc Heidkamp – Director of Golf Operations
Dino Squiers – Facility Maintenance Supervisor
James Lennon – Park District Attorney
Edlyn Castil – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Marc Heidkamp.

II. Corrections / Additions / Approval of Agenda

Commissioner Spiegelhalter requested to move Item XIV A. before Item X.

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

III. Recognition / Introduction

A. Residents – There were none.

B. Employee Recognition – Recreation and Golf Managers/Supervisors

Executive Director Kathy Nowicki recognized the Recreation and Golf Managers/Supervisors for their team effort with providing a summary of Community Survey results.

III. Recognition / Introduction (continued)

C. **Guests** – Will Glass of Speer Financial, Inc. was in attendance.

IV. Announcements (Meetings)

A. Finance Committee Meeting	11/23/10	7:00 PM	GMRC
B. Regular Board Meeting	12/14/10	7:00 PM	GMRC

V. Correspondence

A. **Wireless Construction Services letter dated October 15, 2010**

B. **Special Leisure Services Foundation letter dated October 21, 2010**

C. **Speer Financial, Inc. memorandum dated October 27, 2010**

D. **PDRMA Pulse Newsletter – Fall 2010**

E. **Thank you received from Pam Arrigoni**

Executive Director Kathy Nowicki also included information regarding the funeral services for Charles C. Everett who served on the Prospect Heights Library District the Board of Trustees as President.

VI. Approval of Minutes

A. **Planning Committee Meeting – October 5, 2010**

A motion was made by Commissioner Pavlik and seconded by Commissioner Malouf to approve the October 5, 2010 Planning Committee Meeting minutes as submitted. The motion was unanimously approved by a voice vote. Motion carried.

B. **Finance Committee Meeting – October 12, 2010**

A motion was made by Commissioner Malouf and seconded by Commissioner Barrett to approve the October 12, 2010 Finance Committee Meeting minutes as submitted. The motion was unanimously approved by a voice vote. Motion carried.

C. **Regular Board Meeting – October 12, 2010**

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Malouf to approve the October 12, 2010 Regular Board Meeting minutes as submitted. The motion was unanimously approved by a voice vote. Motion carried.

VII. Public Comment

There were none.

VIII. Park District Treasurer's Report

A. **Cash Report #11**

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept the Treasurer's Report – Cash Report #11 dated November 9, 2010 as submitted. The motion was unanimously approved by a voice vote. Motion carried.

See Appendix A

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

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept Warrants for payment as submitted for Vendor Warrants #10, 10A, 10B, 10C, 10D Payroll 20, 21 and Refund 10. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Ludvigsen, Vannelli

The motion carried.

See Appendix B

IX. Attorney's Report**A. Legal Matters**

Attorney Jim Lennon reported he had no other reports other than what is on the agenda.

XIV. A. General Obligation Limited Tax Park Bonds, Series 2010

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Pavlik to accept low bid from Oppenheimer & Co. for the \$509,215 General Obligation Limited Tax Bonds, Series 2010. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Ludvigsen, Vannelli

The motion carried.

A motion was made by Commissioner Barrett and seconded by Commissioner Spiegelhalter to adopt an ordinance providing for the issue of \$509,215 General Obligation Limited Tax Park Bonds, Series 2010, of the Prospect Heights Park District, Cook County, Illinois, and for the levy of the direct annual tax to pay the principal of and interest on said bonds. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Ludvigsen, Vannelli

The motion carried.

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

As submitted in the Board packet.

XI. Business Manager Report**A. YTD Fund Summary****B. Recreation Fund Summary**

As submitted in the Board packet.

XII. Committee Reports

There were none.

XIII. Unfinished/Ongoing Business**A. Community Survey**

Executive Director Kathy Nowicki reported Staff evaluated the Community Survey. The Staff's response to the survey was a collaborative effort. Commissioner Malouf would like to see action plans. Commissioner Spiegelhalter commented that the Park District can work on a short term plan but needs a long term plan with a 3rd party consultant. Commissioner Malouf suggested that the Planning Committee meet to review 2001 Master Plan. It was decided that a Planning Committee meeting will be scheduled on January 4, 2011 at 6:30 p.m. at Gary Morava Recreation Center.

B. OOC Course Washroom

Executive Director Kathy Nowicki reported a building permit has been issued by the Village of Mount Prospect and construction of the course washroom has begun.

C. Lake Claire Property Review

Executive Director Kathy Nowicki reported more information will be reported after the Parks and Grounds crew reviews the Lake Claire site.

D. School Street and Claire Lane Playground Renovations

Superintendent of Recreation and Parks Dave Figgins will be reviewing development options and expense related to School Street Park and Claire Lane Park.

E. GASB 54 Fund Balance Policy

A motion was made by Commissioner Pavlik and seconded by Commissioner Spiegelhalter to adopt the GASB 54 Fund Balance Policy. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Ludvigsen, Vannelli

The motion carried.

XIV. New Business**B. 2010 Property Tax Levy**

A motion was made by Commissioner Barrett and seconded by Commissioner Spiegelhalter to adopt a resolution of the proposed 2010 Property Tax Levy. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Ludvigsen, Vannelli

The motion carried.

C. Tax Anticipation Short Term Loan Resolution

A motion was made by Commissioner Barrett and seconded by Commissioner Spiegelhalter to adopt a resolution for a tax anticipation short term loan. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Ludvigsen, Vannelli

The motion carried.

XIV. New Business (continued)

D. IAPD/IPRA Annual Conference Credential Certificate

A motion was made by Commissioner Pavlik and seconded by Commissioner Barrett to name Kathy Nowicki as Delegate and Dave Figgins as 1st Alternate for the Annual Business Meeting of the Illinois Association of Park Districts. The motion was unanimously approved by a voice vote with 5 ayes, 0 nays, 2 absent (Ludvigsen, Vannelli). Motion carried.

XV. Recess into Executive Session

It was moved by Commissioner Spiegelhalter and seconded by Commissioner Malouf 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 Personnel (Section 2(c)(1)) at 8:19 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 9:00 p.m. During Executive Session personnel was discussed and Executive Session minutes approved.

XVII. Possible Action on Matters Discussed Executive Session

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to direct Park Attorney Lennon to draft employee contracts. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Malouf, Olson, Pavlik and Spiegelhalter
Nays: None
Absent: Commissioner Ludvigsen, Vannelli
The motion carried.

XIV. Adjournment

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