

**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, DECEMBER 14, 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 7:04 p.m.

Commissioners present:

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

Commissioners absent:

Jean Spiegelhalter

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation and Parks
Annette Curtis – Business Manager
Marc Heidkamp – Director of Golf Operations
James Lennon – Park District Attorney
Edlyn Castil – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Pat Ludvigsen.

II. Corrections / Additions / Approval of Agenda

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

III. Recognition / Introduction

A. Residents - Ken Murphy was in attendance.

B. Employee Recognition – Dance Program Instructors

Executive Director Kathy Nowicki recognized the four Dance Program Instructors. They helped coordinate another excellent Holiday Dance Show.

IV. Announcements (Meetings)

A. Regular Board Meeting	01/11/11	7:00 PM	GMRC
B. Planning Committee Meeting	01/04/11	6:30 PM	GMRC

V. Correspondence

- A. St. Thomas of Canterbury School letter received November 9, 2010**
- B. City of Prospect Heights letter dated December 6, 2010**
- C. PDRMA Healthbeat Newsletter – Fall 2010**
- D. 2011 Prospect Heights Park District Board Meeting Schedule**

Executive Director Kathy Nowicki reported two additional items were received. A letter from IAPD was received requesting consideration of OCCC to participate in a summer golf tour with a waiver of golf and cart fees. The Commissioners discussed the request and since the 2011 budget is already set, they would entertain a future request should one be made with earlier notice.

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to entertain a future request should one be made with earlier notice. The motion was unanimously approved by a voice vote. Motion carried.

The second correspondence received was from the Prospect Heights Fire District. They are selling raffle tickets to raise money to help a few local families in need for the holidays. The raffle prize is a television which was donated by a local resident.

VI. Approval of Minutes**A. Finance Committee Meeting – November 9, 2010**

Commissioner Pavlik requested for Section VIII. New Business, B. 2010 Property Tax Levy of the 11/09/10 Finance Committee Meeting Minutes be corrected to state, “By consensus, the proposed 2010 Property Tax Levy will be approved for publication in the Regular Board Meeting.”

A motion was made by Commissioner Pavlik and seconded by Commissioner Barrett to approve the November 9, 2010 Finance Committee Meeting minutes as amended. The motion was unanimously approved by a voice vote. Motion carried.

B. Regular Board Meeting – November 9, 2010

A motion was made by Commissioner Malouf and seconded by Commissioner Barrett to approve the November 9, 2010 Regular Board Meeting as submitted. The motion was unanimously approved by a voice vote. Motion carried.

C. Finance Committee Meeting – November 23, 2010

There was a request for future minutes to include more specific details. Commissioner Pavlik suggested that the Business Manager’s memo be attached to the Finance Committee Minutes as an exhibit.

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to approve the November 23, 2010 Finance Committee Meeting minutes as submitted. The motion was unanimously approved by a voice vote. (Spiegelhalter). Motion carried.

VII. Public Comment

Mr. Murphy expressed concerns about the fitness center’s heating and air conditioning, damaged blinds and a lack of a fifth treadmill. He congratulated the Park District on the fitness center’s utilization by residents, stating it is a “full house”. He commended employee, Herman Molve, for his work in the fitness center.

VIII. Park District Treasurer's Report**A. Cash Report #12**

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept the Treasurer's Report – Cash Report #12 dated December 14, 2010 as submitted. The motion was unanimously approved by a voice vote. Motion carried.

See Appendix A.

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 #11, 11A, 11B, 11C, Payroll 22, 23 and Refund 11. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

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 included on the agenda.

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. Business Manager Annette Curtis commented that the fund balance may appear "distorted" which is due to the property tax payments.

XII. Committee Reports**A. Parks and Maintenance Committee**

Commissioner Ludvigsen commented about his memo which is in support of the proposed 2011 Budget related to Parks and Maintenance.

XIII. Unfinished/Ongoing Business**A. OOC Course Washroom**

Executive Director Kathy Nowicki reported the washroom framing is being constructed. The doors were upgraded to steel doors. The cost of the upgrade is \$1,000 which is included in the budget.

B. Lake Claire Property

Executive Director Kathy Nowicki reported the adjacent resident to Lake Claire property approached the City regarding his bank erosion. The Park District submitted a permit request to the City for grading and bank stabilization. The contracted City Engineer is recommending an onsite Engineer. An estimate of \$9,600 was received. The resident is interested in the Park District obtaining multiple bids and wants to be included in the process.

XIII. Unfinished/Ongoing Business (continued)

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to table this item until the next Board Meeting and for Staff to obtain additional quotes for the bank stabilization project. The motion was unanimously approved by a voice vote. Motion carried.

C. School Street and Claire Lane Playground Renovations

Superintendent of Recreation and Parks Dave Figgins reported these two playgrounds are included in the budget for renovations; School Street in 2012 and Claire Lane in 2011. Commissioner Olson suggested for the Park District to contact the County regarding School Street Park and terminate the lease. There will be continued discussion at the next Board Meeting.

D. 2011 Budget – Draft 3

Commissioner Barrett reported that during the Finance Committee Meeting, the consensus is to approve the proposed Corporate Budget. Commissioner Ludvigsen is in favor of approving the proposed Parks budget. There was discussion about amending the 2011 Budget – Draft 3 to include \$20,000 in Fund 23. Marc Heidkamp reported on the significant change in Draft 3 of the proposed budget related to the batteries and golf cart lease.

A motion was made by Commissioner Pavlik and seconded by Commissioner Olson to approve the golf cart proposal from Harris Golf Carts Sales and Service, 6 year lease at a cost of \$55,389/yr, 6 yearly payments, subject to attorney's review. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried.

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to approve the amended 2011 Budget – Draft 3. The motion was approved by a roll call vote.

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

Nays: Commissioner Malouf

Absent: Commissioner Spiegelhalter

The motion carried.

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to place the 2011 Budget – Draft 3 on display for 30 days for review by the public. The motion was unanimously approved by a voice vote with 6 ayes, 0 nays, 1 absent (Spiegelhalter). Motion carried.

XIV. New Business**A. Public Hearing – Tax Levy Ordinance 12.14.10**

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to open the Public Hearing at 8:08 p.m. for the Tax Levy Ordinance 12.14.10. The motion was unanimously approved by a voice vote. Motion carried.

There being no public comment and no public comments received, a motion was made by Commissioner Barrett and seconded by Commissioner Malouf to close the Public Hearing at 8:09 p.m. The motion was unanimously approved by a voice vote. Motion carried.

XIV. New Business (continued)**B. Approve Property Tax Extension Resolution 12.14.10**

Commissioner Barrett requested a correction to the last paragraph to remove "By" and replaced with "Be".

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to adopt Property Tax Extension Resolution 12.14.10. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried.

C. Adopt Tax Levy Ordinance 12.14.10

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to adopt Tax Levy Ordinance 12.14.10. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried.

D. Wireless Communication Cell Tower

Executive Director Kathy Nowicki reported correspondence was received regarding a proposal for a wireless communication cell tower. The proposed tower would hold up to three providers with starting revenue of \$500/month for one provider with potential monthly revenue of \$1,500 with a total of three providers. Staff was given direction to look into obtaining higher monthly revenue.

XV. Recess into Executive Session

It was moved by Commissioner Barrett 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 Approval of Minutes (Section 2c (21) and Personnel (Section 2(c)(1)) at 8:35 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 9:57 p.m. During Executive Session personnel was discussed and approved Executive Session minutes.

XVII. Possible Action on Matters Discussed Executive Session

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to approve employment agreements for Gerald Arden and Marc Heidkamp as submitted by Attorney Jim Lennon. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried.

XIV. Adjournment

With no further business to discuss a motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to adjourn the Regular Board Meeting at 9:59 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