

**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, APRIL 12, 2011**

I. Call to Order

A. Roll Call

President Bernie Olson called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 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
James Lennon – Park District Attorney
Edlyn Castil – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Bill Vannelli.

II. Corrections / Additions / Approval of Agenda

There was a discussion about the title and placement of Agenda Item X. E. Administrative/Operational Updates.

A motion was made by Commissioner Malouf and seconded by Commissioner Olson to add an item on the agenda called “Action Items”. The motion failed.

A motion was made by Commissioner Malouf and seconded by Commissioner Pavlik to move further discussion of Agenda Item X. E. Administrative/Operational Updates under New Business. The motion was approved by a voice vote with one abstain (Barrett). Motion carried.

III. Recognition/Introduction

A. Residents

Residents Terry Curtis, Lisa Gould and Meg Vannelli, were present.

B. Employee Recognition – Gayle Gobis

Superintendent of Recreation and Parks Dave Figgins recognized Gayle for her accomplishments during the last twelve weeks where she filled in for Laura Fudala during Laura’s leave. Gail is a long term part-time Park District employee of over ten years. She is a resident of Prospect Heights and her children have participated in Park District programs. Gail is very enthusiastic and resourceful.

III. Recognition/Introduction (continued)

C. Guests – Dave Emanuelson of Impact Planning and Brian LeFevre of Sikich, LLP were present.

IV. Announcements (Meetings)

A. Regular Board Meeting	04/12/11	7:00 PM	GMRC
B. Special Board Meeting	05/03/11	7:00 PM	GMRC
C. Planning Committee Meeting	05/03/11	7:15 PM	GMRC
D. Regular Board Meeting	05/10/11	7:00 PM	GMRC

V. Correspondence

- A. PDRMA Pulse and Healthbeat Newsletters**
- B. Chicago North Suburbs Convention & Visitors Bureau letter dated March 15, 2011**
- C. Office of County Clerk letter dated March 29, 2011**
- D. Unofficial April 5, 2011 Election Results Township and Precinct**

Executive Director Kathy Nowicki distributed a Daily Herald article related to Susan Garrett’s workshop, an article from IAPD about FOIA’s, IAPD registration information for their “Boot Camp” and a copy from Business Manager Annette Curtis indicating proper reporting has been done with the State Treasurer’s Office.

VI. Approval of Minutes

A. Regular Board Meeting – March 8, 2011

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to approve the March 8, 2011 Regular Board Minutes as submitted. The motion was approved by a voice vote with two abstains (Barrett, Pavlik). The motion carried.

B. Planning Committee Meeting – March 22, 2011

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to approve the March 22, 2011 Planning Committee Meeting Minutes as submitted. The motion was approved by a voice vote with one abstain (Malouf). The motion carried.

VII. Public Comment

Resident Bob Korvas commented about bank erosion by Claire Lake.

VIII. Park District Treasurer’s Report

A. Cash Report #04

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept the Treasurer’s Report – Cash Report #04 dated April 12, 2011 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix A.

B. Approval of Warrants for Payment Date

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 3D, 3E, Payroll #5, 6 and Refund #3. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried. See Appendix B.

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

Attorney Jim Lennon explained the election results process. The Cook County Clerk's Office does the official canvassing and will certify the election results. The Park Board needs to review and accept the official canvass at the Special Board Meeting on May 3rd. The swearing in of the new and returning Commissioners can be held at the May 3rd meeting and the Election of Officers can be done at the May 3rd meeting, at the Regular Board Meeting on May 10th or moved to the June 11th Regular Board Meeting.

X. Administrative / Operational Summary**A. Executive Director**

Executive Director Kathy Nowicki reported there is a great participation level of 28 participants with the PDRMA Get Fit on Route 66 Challenge.

B. Superintendent of Recreation and Parks

As submitted in the Board packet.

C. Director of Golf Operations

As submitted in the Board packet.

D. Superintendent of Greens

As submitted in the Board packet.

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

Business Manager Annette Curtis reported the YTD Fund Summary has been redesigned to further identify debt financing.

B. Recreation Fund Summary

The Recreation Fund Summary was included in the Board Report.

XII. Committee Reports

There were none.

XIII. Unfinished / Ongoing Business**A. 2011 Master Plan**

Executive Director Kathy Nowicki reported that Impact Planning has held several meetings with Staff. A Board Visioning session is scheduled at the Planning Committee Meeting on May 3rd. Dave Emanuelson will meet individually with each Board member prior to the May 3rd meeting.

The Board discussed holding a Planning Committee Meeting prior to the Board Visioning to conduct a Parks Tour. A Planning Committee Meeting will be scheduled on Monday, April 25, 2011 at 3 p.m.

B. OOC Course Washroom

The dry wall installation has been completed. The plumbing has to be completed. Anticipated completion is May 1st.

C. Lake Claire Property

Superintendent of Recreation and Parks Dave Figgins received a third quote. The lowest quote in the amount of \$9,760 was received from Neri Construction. Dave will follow-up to see if any other agencies need to be contacted in order to continue with this project.

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to table this item until the next Board Meeting. The motion was unanimously approved by a voice vote. The motion carried.

XIII. Unfinished / Ongoing Business (continued)**D. School Street and Claire Lane Playground Renovations**

Executive Director Kathy Nowicki was in contact with the Cook County Real-estate Division and discussed the School Street agreement. The agreement is in effect until July 2013. There are no guarantees that the County will sell this property. The property could be identified for road purposes. Kathy will submit a request to the County in January 2013.

E. Somerset Park Detention Basin

A second quote has been received. Dave anticipates receiving a third quote this Thursday. Attorney Lennon reviewed the property deed. He will get more information after reviewing the plat of survey.

F. Disc Golf Development

Superintendent of Recreation and Parks Dave Figgins assessed and determined a full 9-hole disc golf course would not be possible at Country Gardens Park. A true course has a 200 ft. width and 300 ft. length between targets. Placing putting baskets in one or two parks may be a way to introduce the sport. The cost of one putting basket is \$350 plus shipping. Dave will obtain illustrations with dimensions of a disc golf course and present to the Board at a future meeting.

XIV. New Business**A. 2011 Audit Approval**

Brian LeFevre of Sikich LLP presented and reviewed the 2010 Comprehensive Annual Financial Report (CAFR) with the Board. He explained the CAFR can be submitted to the GFOA for consideration for the Certificate of Excellence. Business Manager Annette Curtis has done an excellent job with compiling the data and is a year ahead in this process.

A motion was made by Commissioner Barrett and seconded by Commissioner Olson to accept the CAFR and Management Letter as presented. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried.

B. Identity – Protection Policy

Executive Director Kathy Nowicki explained that the Protection Policy is related to the collecting, use and storage of Social Security Numbers.

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to adopt the Identity Protection Policy as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Spiegelhalter

The motion carried.

C. Administrative/Operational Updates**- Golf Operations****- Golf Expenditures**

Commissioner Malouf wants an agenda item called “action item” added to future agendas. Commissioner Barrett commented that items requiring action would be listed under Unfinished/Ongoing Business or New Business. There is not a need for a new agenda item. Attorney Lennon provided some clarification to the purpose of the agenda items.

XIV. C. Administrative/Operational Updates (continued)

The Golf Operations and Golf Expenditures reports were distributed to the Board. They will need time to review the reports.

A motion was made by Commissioner Malouf and seconded by Commissioner Pavlik for the Park Board to review the reports and Golf Director's comments on implementing cost savings and revenue generating estimates, and place this item on the next meeting's agenda. The motion was unanimously approved by a voice vote. The motion carried.

XV. Recess into Executive Session

There was none.

XVI. Adjournment

With no further business to discuss a motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to adjourn the Regular Board Meeting at 9:32 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,

Edlyn Castil

Edlyn Castil

Recording Secretary

Secretary: _____

W. Vannelli, Prospect Heights Park District Secretary