

**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 12, 2011**

I. Call to Order

A. Roll Call

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Jack Barrett
Terry Curtis
Lisa Gould
Patrick Ludvigsen
Mark Malouf
Bernie Olson

Commissioners absent:

Bill Vannelli

A quorum was present.

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 Lisa Gould.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Olson and seconded by Commissioner Ludvigsen to approve the agenda as submitted. The motion was unanimously approved by a voice vote with one absent (Vannelli). The motion carried.

III. Correspondence

- A. City of Prospect Heights letter dated June 12, 2011**
- B. City of Prospect Heights Executive Order No. 2011-2**
- C. PDRMA Pulse Newsletter – Summer 2011**

IV. Recognition/Welcome

A. Residents - There were none.

B. Employee Recognition – All Staff. Superintendent of Recreation and Parks Dave Figgins recognized the entire staff for their effort related to impact of recent storm.

C. Guests – Dave Emanuelson of Impact Planning and Tony Baroud of Wireless Construction Services Inc. were present.

V. Approval of Minutes**A. Regular Board Meeting – June 14, 2011**

Park Attorney Lennon discussed correcting Section VIII. Attorney's Report, A. Legal Matters of the June 14, 2011 minutes to read as follows:

"Attorney Jim Lennon commented about the email received from NWSRA and recommended for the Board take action and to approve for Ed Dutton to represent the Prospect Heights Park District in the lawsuit involving NWSRA.

A motion was made by Commissioner Olson and seconded by Commissioner Ludvigsen to appoint Ed Dutton to represent the Prospect Heights Park District in the lawsuit involving NWSRA."

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to approve the June 14, 2011 Regular Board Meeting Minutes as amended. The motion was unanimously approved by a voice vote with one absent (Vannelli). The motion carried.

B. Committee of the Whole Meeting – June 28, 2011

A motion was made by Commissioner Malouf and seconded by Commissioner Olson to approve the June 28, 2011 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Vannelli). The motion carried.

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

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #07 dated July 12, 2011 as submitted. The motion was unanimously approved by a voice vote with one absent (Vannelli). The motion carried. See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 6, 6A, 6B, 6C, 6D, Payroll #11, 12 and Refund #6. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen, Malouf and Olson

Nays: None

Absent: Commissioner Vannelli

The motion carried. See Appendix B.

VII. Business Manager Report**A. YTD Fund Summary****B. Recreation Fund Summary****C. Golf Analysis**

There was discussion about the timing of the payments of the warrants and the Board's approval.

Business Manager Annette Curtis reported the YTD Fund Summary report is where the Park District stands as of 6/30/11. She distributed the Budget Timeline. There was discussion about Golf special orders, the decreased demand for apparel and selling more hard goods.

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

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

IX. Administrative / Operational Summary

- A. Executive Director** – Kathy reported the Transition Plan is included in the Board Report for discussion on the August Agenda.
- B. Superintendent of Recreation and Parks** - As submitted in the Board Report.
- C. Director of Golf Operations** – As submitted in the Board Report.
- D. Superintendent of Greens** - As submitted in the Board Report.
- E. Administrative/Operational Updates** - As submitted in the Board Report.

X. President’s Report

Commissioner Jack Barrett asked if there was a need for a Committee of the Whole meeting in two weeks. By consensus, the Board decided there wasn’t a need to hold a Committee of the Whole meeting in July.

XI. Announcements (Meetings)

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

XII. Public Comment

There were none.

XIII. Unfinished / Ongoing Business

A. OOC Scoreboard Agreement – Optimum Exposure

Director of Golf Operations Marc Heidkamp commented that the current ads on the scoreboard will be removed. They will revisit the advertising opportunities next season. Kathy will send the letter/receipt of the donation to Attorney Lennon for his review.

B. Lake Claire Property

The six adjacent property owners have been notified about the proposed bank stabilization project with only one resident indicating interest in improving homeowner shoreline. The project will be deferred at this time.

C. Claire Lane Park

There was discussion about obtaining bids for park equipment at Claire Lane Park.

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to direct Staff to obtain bids not to exceed \$80,000 for park equipment for Claire Lane Park. The motion was unanimously approved by a voice vote with one absent (Vannelli). The motion carried.

A motion was made by Commissioner Olson and seconded by Commissioner Curtis to move Agenda Item XIV. New Business, A. for discussion before Item XIII. Unfinished/Ongoing Business, D. 2011 Master Planning. The motion was approved by a voice vote with one nay (Malouf) and one absent (Vannelli). The motion carried.

XIV. New Business

A. Cell Tower Proposal – Wireless Construction Services Inc.

Tony Baroud of Wireless Construction Services Inc. discussed his proposal to build a cell tower on the north side of McDonald Field with a ground lease or income sharing with the Park District. Staff is to further review the proposed location, potential locations, review the criteria for cell tower construction with the City and report back to the Board at the next meeting. Commissioner Malouf requested more detail to be reported at the next meeting about the potential revenue for the Park District.

XIII. Unfinished / Ongoing Business (continued)


D. 2011 Master Planning

Dave Emanuelson provided an update. Commissioners were given a draft of the 2011 Master Plan prior to this meeting. There will be a Delphi Committee meeting next Tuesday, 7/19/11, Public Meeting on 8/3/11 at 7 pm, Interest Group meeting on 8/3/11 at 8 pm and a second Staff visioning meeting on 8/12/11. Park District Committees are to give Dave Emanuelson their Committee's Plans/Objectives. Goals and objectives are to address administrative improvements focusing on people and finances. The final Master Plan document will be reviewed in September.

XV. Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:55 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
W. Vannelli, Prospect Heights Park District Secretary