

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, SEPTEMBER 13, 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

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

James Lennon – Park District Attorney

Edlyn Castil – Recording Secretary

Commissioners absent:

Bernie Olson

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Mark Malouf.

II. Corrections / Additions / Approval of Agenda

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

III. Correspondence

A. NWSRA Area III News Summer 2011 and letter received 08.08.11

B. PDRMA Healthbeat Summer 2011

C. Illinois Department of Labor Prevailing Wage Advisory letter dated 08.29.11

D. Special Leisure Services Foundation letter dated 09.01.11

E. NWSRA Winter/Spring Program Participation Update

IV. Recognition/Welcome

A. Residents - Meg Vannelli, Prospect Heights resident.

B. Employee Recognition – Julie Walger. Pool Manager Ed O’Neil recognized Julie Walger for her 24 years of service. Julie has worked at the Pool as a Lifeguard, Swim Instructor, Swim Team Coach, Lesson Coordinator and Assistant Pool Manager.

C. Guests – There were none.

V. Approval of Minutes

A. Special Board Meeting – May 24, 2011

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to approve the May 24, 2011 Special Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Olson). The motion carried.

V. Approval of Minutes (continued)**B. Regular Board Meeting – August 9, 2011**

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to approve the August 9, 2011 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Olson). The motion carried.

C. Committee of the Whole Meeting – August 23, 2011

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to approve the August 23, 2011 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with one absent (Olson). The motion carried.

VI. Park District Treasurer's Report**A. Cash Report #09**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #09 dated September 13, 2011 as submitted. The motion was unanimously approved by a voice vote with one absent (Olson). The motion carried.

See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Ludvigsen to accept Warrants for payment as submitted for Vendor Warrants # 8, 8A, 8B, 8C, 8D, Payroll #16, 17 and Refund #8. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Olson

The motion carried.

See Appendix B.

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

As submitted in the Board Report.

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

Attorney Jim Lennon reported the Park District was served with a tax rate objection case regarding tax years 2005 and 2006. He will appear on behalf of the Park District. He will have the figures next week and present them to the Board at the October Board Meeting.

IX. Administrative / Operational Summary

A. Executive Director - As submitted in the Board Report.

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 – In-house initiatives were summarized in Dave's Board Report. Department reporting was included in the Board Reports. Dave likes the opportunity to put together verbal expressions. Kathy commented that the content is good and more of this narrative format can be included in the Supervisor's monthly reports.

X. President's Report

Commissioner Barrett discussed holding a Committee of the Whole meeting on October 4, 2011 to discuss Finance (Capital expenditures) and Budget. The Levy will be discussed at the 10/11/1

X. President's Report (continued)

Regular Board Meeting. There will be a need to hold an Executive Session on 10/11/11 to discuss Personnel.

XI. Announcements (Meetings)

A. Regular Board Meeting	10/11/11	7:00 PM	GMRC
B. Committee of the Whole	10/04/11	7:00 PM	GMRC

XII. Public Comment

There were none.

XIII. Unfinished / Ongoing Business**A. OOCC Scoreboard Agreement – Optimum Exposure**

The Bill of Sale was returned and acknowledged. This allows Marc Heidkamp to remove the current advertising and solicit advertising in the future.

B. Lake Claire Property

A meeting with the City Engineer is scheduled for tomorrow.

C. Claire Lane Park

Superintendent of Recreation and Parks Dave Figgins reported two Community Meetings were held. There were 125 letters mailed out inviting neighboring residents to participate in the meeting. There were 8 residents who attended. There were no issues addressed by the residents. They were excited about the playground project at Claire Lane Park.

A bid opening was held on 9/8/11. Four bids were received. Dave's recommendation is to accept the bid from Green Up Landscapes in the amount of \$61,743 and concrete work from Ultra Concrete in the amount of \$12,300.

A motion was made by Commissioner Curtis and seconded by Commissioner Barrett to accept the bid from Green Up Landscapes for equipment and installation in the amount of \$61,743. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen and Vannelli

Nays: Commissioner Malouf

Absent: Commissioner Olson

The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Ludvigsen to accept the bid from Ultra Concrete in the amount of \$12,300. There was discussion about the concrete specifications. The motion was withdrawn.

D. 2011 Master Planning

Draft 2 of the 2011-2016 Master Plan was reviewed. There were several recommendations given. Kathy will submit revisions to the consultant. The next draft will be reviewed at the 10/4/11 Committee of the Whole Meeting.

E. Cell Tower Proposal – Wireless Construction Services Inc.

There has not been any further communication received from Wireless Construction Services Inc. This item will be removed from future agendas. Kathy was given direction to contact another provider and report on any new opportunities.

XIV. New Business

A. Soccer Goal Safety and Education Policy

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to approve the Soccer Goal Safety and Education Policy as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen, Malouf and Vannelli
Nays: None
Absent: Commissioner Olson

B. Intergovernmental Agreement for Sale of Water by the Village of Mt. Prospect

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to approve ten (10) year extension of the Intergovernmental Agreement for Sale of Water by the Village of Mt. Prospect as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen, Malouf and Vannelli
Nays: None
Absent: Commissioner Olson

XV. Recess into Executive Session

There was none.

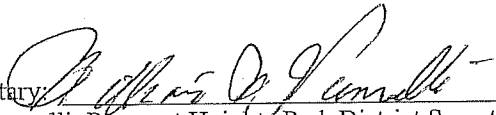
XVIII. Closing Comments

Commissioner Ludvigsen requested discussion about the potential sale of Tully Park at the 10/4/11 Committee of the Whole Meeting.

XV. Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to adjourn the Regular Board Meeting at 9:00 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

APPENDIX A

Cash Report #9

ACCOUNTS

AMOUNTS

Ml. Prospect Stalk Payroll	#90001511	sweep accl.	outstanding checks	\$	(10,272.06)	
Ml. Prospect Stalk Vendor	#90001503	sweep accl.	outstanding checks	\$	(36,003.44)	
Ml. Prospect Stalk Imprest	#90001529			\$	5,037.57	
Ml. Prospect Stalk General/Sweep	#90001498			\$	1,319,829.21	
Ml. Prospect Stalk ATM	#90001537			\$	30,182.13	
Ml. Prospect Stalk Cash Reserves	#90001545			\$	345,238.56	
		Combined Bal -- Account and ATM Machine		\$		
		TOTALS		\$	<u>1,654,011.97</u>	8/30/2011

APPENDIX B

Warrant Resolution 09/13/2011

VENDOR WARRANTS

Ck From - To

AMOUNTS

8	<i>In the amount of</i>	36247-36298	\$	48,428.66
8A	<i>In the amount of</i>	36299-36324		29,122.10
8B	<i>In the amount of</i>	36325-36342		16,546.45
8C	<i>In the amount of</i>	36343-36371		46,766.02
	<i>In the amount of</i>			
	<i>In the amount of</i>			
8D	<i>In the amount of</i>	ELECTRONIC		22,174.00
	Total Vendor Warrants		\$	<u>163,037.23</u>

PAYROLL WARRANTS

	8/12/2011			
16	<i>In the amount of</i>	44754-44830	\$	100,948.01
		gross plus employer costs		
	8/26/2011			
17	<i>In the amount of</i>	44831-44891		81,766.02
		gross plus employer costs		
	0/0/2011			
	<i>In the amount of</i>			
		gross plus employer costs		
	Total Payroll Warrants		\$	<u>182,714.03</u>

REFUND WARRANT

9	<i>In the total amount of</i>	Charge Card Ref.	\$	<u>2,156.00</u>
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TOTAL OF WARRANTS
9/13/2011

\$ 347,907.26

Roll Call