

REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W. RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, OCTOBER 11, 2011

I. Call to Order

A. Roll Call

Vice-President Pat Ludvigsen called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

Commissioners present:

Jack Barrett (arrived at 7:33pm)

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 Terry Curtis.

II. Corrections / Additions / Approval of Agenda

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

III. Correspondence

A. **Speer Financial letter dated September 23, 2011**

B. **United States Department of Commerce letter received September 30, 2011**

C. **Mount Prospect Elected Officials October After Hours Announcement**

D. **PDRMA Pulse Newsletter- Fall 2011**

IV. Recognition/Welcome

A. **Residents** - Meg Vannelli, Prospect Heights resident.

B. **Employee Recognition** – **Maria Sakellaris**. Superintendent of Recreation and Parks, Dave Figgins, recognized Maria Sakellaris. Maria has worked for the KinderStop Program for 4 years supervising the aftercare program.

C. **Guests** – There were none.

V. Approval of Minutes

A. **Regular Board Meeting – September 13, 2011**

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to approve the September 13, 2011 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with two absent (Barrett, Olson). The motion carried.

V. Approval of Minutes (continued)B. Committee of the Whole Meeting – October 4, 2011

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the October 4, 2011 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with two absent (Barrett, Olson). The motion carried.

VI. Park District Treasurer's ReportA. Cash Report #10

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #10 dated October 11, 2011 as submitted. The motion was unanimously approved by a voice vote with two absent (Barrett, Olson). 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 # 9, 9A, 9B, 9C, 9D, 9E, Payroll #18, 19 and Refund #9. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Barrett, Olson

The motion carried. See Appendix B.

VII. Business Manager ReportA. YTD Fund SummaryB. Recreation Fund Summary

As submitted in the Board Report.

VIII. Attorney's ReportA. 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 - 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 – Departmental Revenue Reports. Executive Director Kathy Nowicki reported Departmental Revenue Reports for Summer Day Camp and Aquatics were included in the Board Report. Commissioner Malouf praised the Summer Camp for doing a great job. Commissioner Gould commented that she appreciates the report detail and the overview provided. Superintendent of Recreation and Parks, Dave Figgins, reported 52 surveys were sent out to homes adjacent to the Prospect Heights Park District Parks (excluding Lions Park), to assist in analyzing the use of the parks and facilities. At this time, 13 surveys were returned. Dave provided a summary of the survey results for each of the 9 parks.

X. President's Report

There was none.

XI. Announcements (Meetings)

A. Regular Board Meeting	11/08/11	7:00 PM	GMRC
B. Committee of the Whole	11/08/11	6:30 PM	GMRC

XII. Public Comment

There were none.

XIII. Unfinished / Ongoing Business**A. Lake Claire Property**

Superintendent of Recreation and Parks Dave Figgins reported he submitted the permit application regarding the erosion, to the City. The cost of the project is about \$300-\$500. The Park District will start the project as soon as possible after the permit is approved.

B. Claire Lane Park

Superintendent of Recreation and Parks Dave Figgins reported the playground equipment has been ordered. He followed up with the City regarding their regulations for concrete. The scope of the concrete work changed due to needing a larger slab for the shelter. He obtained three quotes for the concrete work and Ultra Construction was the low bid at \$13,000.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to accept the bid from Ultra Construction in the amount of \$13,000. The motion was approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Ludvigsen and Vannelli
 Nays: None
 Abstain: Commissioner Malouf
 Absent: Commissioner Barrett, Olson
 The motion carried.

C. 2011 Master Planning

Executive Director Kathy Nowicki reported the final 2011-2016 Comprehensive Master Plan was delivered this morning. The document was distributed to the Commissioners.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to accept the 2011-2016 Comprehensive Master Plan as presented. The motion was approved by a roll call vote.

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

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

Executive Director Kathy Nowicki reported the Village of Mount Prospect sent an acknowledgement letter to the Prospect Heights Park District and the Prospect Heights Library District. The Intergovernmental Agreement for the Sale of Water will be extended 10 years.

XIV. New Business**A. Intergovernmental Agreement Between the Prospect Heights Park District and the City of Prospect Heights Police Dept Regarding Policing of Park Property**

Executive Director Kathy Nowicki reported a contracted service company has been providing Park security. She had a conversation with Mayor Helmer regarding including Park security in the IGA with the City. The cost for the Park security would be the same; no increase. The City Attorney and Park District Attorney reviewed the Agreement and made minor changes. Should the Board agree to the inclusion of Park security to the IGA, notice would be given to the current contracted security company.

XIV. New Business (continued)

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the Intergovernmental Agreement Between the Prospect Heights Park District and the City of Prospect Heights Police Dept Regarding Policing of Park Property. The motion was unanimously approved by a roll call vote.

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

B. 2012 Budget Timeline/Capital Expenditures

Business Manager Annette Curtis discussed the 2012 Budget Timeline/Capital Expenditures.

C. 2011 Levy/Fund Balance Policy Review

Business Manager Annette Curtis reviewed the 2011 Levy/Fund Balance Policy.

XV. Recess into Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli 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 7:34 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 8:15 p.m. During Executive Session personnel was discussed.

XVII. Possible Action on Matters Discussed Executive Session

During Executive Session, Minutes were approved and Personnel discussed.

XVIII. Closing Comments

None

XV. Adjournment

With no further business to discuss a motion was made by Commissioner Vannelli and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:25p.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