

**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, NOVEMBER 8, 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 7:02 p.m.

Commissioners present:	Also Present:
Jack Barrett	Kathy Nowicki – Executive Director
Terry Curtis	Dave Figgins – Superintendent of Recreation and Parks
Lisa Gould	Marc Heidkamp – Director of Golf Operations
Patrick Ludvigsen	Jerry Arden – Superintendent of Greens
Mark Malouf	James Lennon – Park District Attorney
Bernie Olson	Edlyn Castil – Administrative Assistant/Recording Secretary
Bill Vannelli	

Commissioners absent:
None

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Bernie Olson.

II. Corrections / Additions / Approval of Agenda

By consensus, Item XIV. D. was moved to after Item XII.

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to approve the agenda as amended. The motion was unanimously approved by a voice vote. The motion carried.

III. Correspondence

A. Prospect Heights PZBA – Notice to Property Owners received October 13, 2011

B. U.S. Department of Commerce letter received October 19, 2011

Executive Director Kathy Nowicki commented about additional correspondence received about the National Emergency Testing that is scheduled.

IV. Recognition/Welcome

A. Residents - Meg Vannelli, Prospect Heights resident.

B. Service Recognition – Commissioner Barrett recognized Commissioner Olson for his 35 years of service to the Prospect Heights Park District Board. Executive Director Kathy Nowicki distributed a list of Staff Service Recognition. The Staff will be recognized at the 11/16/11 All Staff Meeting.

C. Guests – David Phillips, Speer Financial.

V. Approval of Minutes

A. Regular Board Meeting – October 11, 2011

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to approve the October 11, 2011 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

VI. Park District Treasurer's Report

A. Cash Report #11

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #11 dated November 8, 2011 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix A.

B. Approval of Warrants for Payment

A motion was made by Commissioner Gould and seconded by Commissioner Olson to accept Warrants for payment as submitted for Vendor Warrants # 10, 10A, 10B, 10C, 10D, Payroll #20, 21 and Refund #10. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried. See Appendix B.

VII. Business Manager Report

A. YTD Fund Summary

B. Recreation Fund Summary

As submitted in the Board Report.

VIII. Attorney's Report

A. Legal Matters

Attorney Jim Lennon reported he will be in court for the Tax Objection case status on 1/19/12.

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 - Director of Golf Operations Marc Heidkamp reported they have 114 golfers registered for the Turkey Shoot. The Golf Course will stay open until approximately November 20th.

D. Superintendent of Greens – Superintendent of Greens Jerry Arden reported they have blown out the irrigation system, are done mowing for the season and are trying to make the golf course a little easier to play.

E. Administrative/Operational Updates

- **Departmental Revenue Reports** - Executive Director Kathy Nowicki reported the Golf Summary reports on activities through October 20th. The Golf Report provided a substantial amount of background. Commissioner Gould commented that the report included a lot of information and was very well done.
- **2012 Board Meeting Calendar** - Executive Director Kathy Nowicki distributed the proposed 2012 Board Meeting Calendar which reflects a change in meeting dates to the 3rd Tuesday of every month. By consensus, the Board was in favor of the 2012 Board Meeting Calendar. The 2012 Board Meeting Calendar will be forwarded to the newspapers.

X. President's Report

Commissioner Barrett commented that there is continued review of the proposed Budget.

XI. Announcements (Meetings)

A. Committee of the Whole	11/22/11	6:30 PM	GMRC
B. Committee of the Whole	12/13/11	6:30 PM	GMRC
C. Regular Board Meeting	12/13/11	7:00 PM	GMRC

XII. Public Comment

There were none.

XIV. New Business**D. General Obligation Limited Tax Park Bonds, Series 2011****- Acceptance of Low Bid**

A motion was made by Commissioner Gould and seconded by Commissioner Olson to accept the low bid from First Trust Portfolios L.P. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

- Adoption of Bond Ordinance

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to adopt the Prospect Heights Park District General Obligation Limited Tax Park Bonds, Series 2011 Ordinance 11.08.11. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

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

Superintendent of Recreation and Parks Dave Figgins reported the erosion control will be completed this week. This item can be removed from future agendas.

B. Claire Lane Park

Superintendent of Recreation and Parks Dave Figgins reported the park site is ready for playground equipment installation. Currently waiting for equipment delivery.

C. 2012 Budget Draft 1

During the 11/08/11 Committee of the Whole Meeting, there was review and discussion of the 2012 Budget - Draft 1. Submit additional comments or questions to the Business Manager.

XIV. New Business**A. 2011 Property Tax Levy**

A motion was made by Commissioner Gould and seconded by Commissioner Olson to accept the proposed 2011 Property Tax Levy and approve Resolution 11.08.11. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

B. Tax Anticipation Short Term Loan Resolution

A motion was made by Commissioner Gould and seconded by Commissioner Vannelli to accept the Tax Anticipation Short Term Loan Resolution 11.08.11A pending the interest rate is defined. The motion was approved by a roll call vote.

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

Nays: Commissioner Malouf

Absent: None

The motion carried.

C. IAPD/IPRA Annual Conference Credential Certificate

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to approve the IAPD/IPRA Annual Conference Credential Certificate appointing Kathy Nowicki as the Delegate and Dave Figgins as the Alternate. The motion was unanimously approved by a voice vote. The motion carried.

XV. Recess into Executive Session

A motion was made by Commissioner Malouf and seconded by Commissioner Gould 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 7:43 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 8:00 p.m. During Executive Session personnel was discussed.

XVII. Possible Action on Matters Discussed Executive Session

There were none.

XVIII. Closing Comments

There were none.

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 8:02 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