

**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, JANUARY 17, 2012**

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:	Also Present:
Jack Barrett	Kathy Nowicki – Executive Director
Terry Curtis	Dave Figgins – Superintendent of Recreation and Parks
Lisa Gould	Annette Curtis – Business Manager
Patrick Ludvigsen	James Lennon – Park District Attorney
Mark Malouf	Edlyn Castil – Administrative Assistant/Recording Secretary

Commissioners absent:
Bill Vannelli

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Jack Barrett.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to approve the agenda as submitted. The motion was unanimously approved by a voice vote. The motion carried.

III. Correspondence

A. PDRMA Pulse Newsletter – Winter 2011

B. NWSRA Area III Newsletter – Fall 2011

C. Mount Prospect Planning & Zoning Commission Notice – Hearing January 26, 2011

Executive Kathy Nowicki was given direction to inquire about property being heard at the hearing.

D. J. Lennon fax received January 12, 2012 (4 pages)

Various thank you cards were received and circulated among the Board Members. An invitation to the Legislative Breakfast on Friday, February 17, 2012, was received. Commissioner Barrett commented about the letter from the Attorney General regarding the required Open Meetings Act training. He also indicated he received the SAS99 Compliance letter from Sikich.

IV. Recognition/Welcome

A. Residents - There were none.

B. Employee Recognition – Dave Figgins recognized the Building Maintenance Staff at GMRC for all their efforts with keeping the building clean and covering for the Staff who have been out on leave.

C. Guests – There were none.

V. Approval of Minutes**A. Committee of the Whole Meeting – December 13, 2011**

A motion was made by Commissioner Curtis and seconded by Commissioner Barrett to approve the December 13, 2011 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

B. Regular Board Meeting – December 13, 2011

A motion was made by Commissioner Malouf and seconded by Commissioner Barrett to approve the December 13, 2011 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

C. Special Board Meeting – December 21, 2011

A motion was made by Commissioner Curtis and seconded by Commissioner Barrett to approve the December 21, 2011 Special Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

D. Special Board Meeting – December 29, 2011

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Barrett to approve the December 29, 2011 Special 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 #01**

A motion was made by Commissioner Gould and seconded by Commissioner Ludvigsen to accept the Treasurer's Report – Cash Report #01 dated January 17, 2012 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix A.

B. Approval of Warrants for Payment

Commissioner Malouf inquired about the invoice from Integrys for OCCC. Executive Director Kathy Nowicki was given direction to follow-up with Marc about the utility use at OCCC. Business Manager Annette Curtis will provide Marc with statements to review and analyze.

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C, Payroll #24, 25, 26 and Refund #12. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Vannelli

The motion carried. See Appendix B.

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

Business Manager Annette Curtis did not provide the YTD Fund Summary or the Recreation Fund Summary. She reported the auditors performed their initial field work and inventory. They will return for the audit starting on February 21st.

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

Attorney Jim Lennon discussed the Open Meetings Act training requirement from the Attorney General that needs to be completed by each Commissioner by July 1, 2013. New Commissioners need to complete the training within 90 days. The training can take up to 3 hours to complete. Once the Commissioners complete the training, they need to submit their certificate to Kathy.

VIII. Attorney's Report (continued)

The discussion about Commissioner Olson will be deferred to later in the meeting. The tax rate objection hearing is scheduled on January 25, 2012. Jim will report more at the next 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

- **ADA Transition Plan – Phase 1** – Dave Figgins discussed the ADA Audit that was completed and the ADA Transition Plan. The Transition Plan has 3 Phases. He highlighted the areas that will be worked on in the Spring and plans to communicate with the Board about the progress.

X. President's Report

Commissioner Barrett discussed the letter of resignation that was received from Bernie Olson.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to reconsider the motion passed at 12/29/11 Special Board Meeting related to Commissioner Olson. The motion to reconsider was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to withdraw the motion originally made at the 12/29/11 Special Board Meeting related to Commissioner Olson. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to accept the resignation from Bernie Olson for reasons stated in the 12/27/11 resignation letter consistent with the terms and conditions set forth in attorney J. Lennon's letter dated 12/30/11.

The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Ludvigsen, Malouf

Nays: None

Abstain: Commissioner Gould

Absent: Commissioner Vannelli

The motion carried.

Attorney Jim Lennon was given direction to send Bernie Olson a formal letter indicating the Board of Commissioners has accepted his resignation. Executive Director Kathy Nowicki will advertise the Board vacancy by submitting a press release and posting the vacancy on the Park District website and at GMRC. Interested persons will need to submit their letter of interest to Kathy by February 14. Kathy will report back to the Board at the February 21st meeting. Commissioners Ludvigsen and Gould volunteered to serve on a Special Committee to review the applicants.

XI. Announcements (Meetings)

A. Regular Board Meeting 02/21/12 7:00 PM GMRC

XII. Public Comment

There were none.

XIII. Unfinished / Ongoing Business

There was none.

XIV. New Business

A. 2012 Combined Budget and Appropriation Approval

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to adopt Combined Budget and Appropriation Ordinance 01.17.12. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Vannelli

The motion carried.

B. 2011 PHPD Audit

Business Manager Annette Curtis reported the auditors performed their initial field work and inventory. They will return for the audit starting on February 21st.

XV. Recess into Executive Session

There was none.

XVI. Reconvene to Open Session

There was none.

XVII. Possible Action on Matters Discussed Executive Session

There were none.

XVIII. Closing Comments

Commissioner Barrett asked the Commissioners their thoughts about recognizing Bernie Olson's 35 years service on the Park Board.

XV. Adjournment

With no further business to discuss a motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 7:55 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