

**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, MARCH 19, 2013**

I. Call to Order

A. Roll Call

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:40 p.m.

Commissioners present:

Jack Barrett
Terry Curtis
Lisa Gould
Karl Jackson
Patrick Ludvigsen
Mark Malouf
Bill Vannelli

Commissioners absent:

None

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation
Annette Curtis – Business Manager
James Lennon – Park District Attorney
Edlyn Castil – Administrative Assistant/Recording Secretary

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

III. Correspondence

A. Illinois Department of Transportation (IDOT) letter dated 2/22/13

B. IAPD Legislative Updates 4-2013, 5-2013 and 6-2013

C. IAPD Membership letter received 3/11/13

Executive Director Kathy Nowicki thanked the Board and Staff for the floral funeral arrangement.

IV. Recognition/Welcome

A. Residents - Meg Vannelli.

B. Employee Recognition – Michelle Brennan. Superintendent of Recreation Dave Figgins recognized Michelle Brennan. Michelle has worked for the Park District as the Registrar for about one year. Michelle works well with the patrons and Staff and is diligent with her work.

C. Guests – There were none.

V. Approval of Minutes

A. Regular Board Meeting – February 19, 2013

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to approve the February 19, 2013 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with two abstains (Commissioners Barrett, Vannelli). The motion carried.

VI. Park District Treasurer’s Report

A. Cash Report #3

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to accept the Treasurer’s Report – Cash Report #3 dated March 19, 2013 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 Curtis to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, Payroll # 3, 4 and Refund #2. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Malouf, Vannelli
Nays: None
Absent: None

The motion carried. See Appendix B.

VII. Business Manager Report

A. YTD Fund Summary – as submitted

B. Recreation Fund Summary – as submitted

Business Manager Annette Curtis discussed moving from a Cash Basis to an Accrual Basis and how that affects the reports. Moving forward, there will no longer be a Rec Fund Summary. The Auditors will be presenting the Board with the Audit at the April 2013 Regular Board Meeting.

VIII. Attorney’s Report

A. Legal Matters

Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

IX. Administrative / Operational Summary

A. Executive Director – Kathy commented that she has requested for the Rec Department to include items related to programs/classes offered, participation, class cancellations and revenue reporting as it relates to programs in their monthly Board Report.

B. Superintendent of Recreation and Parks – as submitted. Dave also commented that the Rec Department is planning for the summer. Dave is working on the PDRMA Risk Management Review and anticipates the Review results by September.

C. Director of Golf Operations – as submitted.

D. Superintendent of Greens – as submitted. Commissioner Barrett inquired whether there were a loss of trees at OCCC and requested for that to be reported on in a future report.

E. Administrative/Operational Updates – There were none.

X. President’s Report

There was none.

XI. Announcements (Meetings)

A. Committee of the Whole Meeting 04/16/13 6:30 PM GMRC

B. Regular Board Meeting 04/16/13 7:00 PM GMRC

XII. Public Comment – There were none.

XIII. Unfinished / Ongoing Business
There was none.

XIV. New Business

A. Tax Abatement Ordinance Park Bonds

- Series 2003A
- Series 2005B

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the Tax Abatement Ordinance Park Bonds Series 2003A and Series 2005B. The motion was unanimously approved by a roll call vote.

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

B. OOC Clubhouse A/C Unit

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to accept the low bid from Custom Design Cooling of \$11,500.00 subject to the inclusion of any and all installation costs. The motion was unanimously approved by a roll call vote.

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

XV. Recess into Executive Session
There was none.

XVI. Reconvene to Open Session
There was none.

XVII. Possible Action on Matters Discussed in Executive Session
There was none.

XVIII. Closing Comments

Commissioner Barrett requested for the Board to communicate any additional comments related to the OOC Operating Agreement, to Executive Director Kathy Nowicki. There will be further discussion at the 4/16/13 Committee of the Whole Meeting.

XIX. Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:18 p.m. The motion was unanimously approved by a voice vote. The motion carried. The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
L. Gould, Prospect Heights Park District Secretary Pro-tem