

**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, JULY 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 7:04 p.m.

Commissioners present:

Jack Barrett

Terry Curtis

Lisa Gould

Patrick Ludvigsen

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

Commissioners absent:

Karl Jackson

Mark Malouf

Bill Vannelli

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Edlyn Castil.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Ludvigsen 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. NWSRA Winter/Spring 2012 Newsletter

B. Illinois Association of Park Districts IAPD letter June 21, 2012

C. Kensa Utilities Corporation memo dated July 2, 2012

D. Resident email dated June 25, 2012

E. Patron email dated June 25, 2012

F. Vendor email dated June 26, 2012

G. PZBA Public Hearing Notice for 8 N. Elmhurst Road, Prospect Heights

Executive Director Kathy Nowicki circulated a thank you card received from Ruby, the OCCC canine.

IV. Recognition/Welcome

A. Residents - None

B. Employee Recognition – Dave Figgins recognized Kevin Smith. Kevin was hired in 2003 and has worked as a pool attendant, life guard, front desk attendant and in 2012 as an Assistant Pool Manager. Dave thanked Kevin for his years of service at the Prospect Heights Park District and for a job well done.

V. Approval of Minutes**A. Regular Board Meeting – June 19, 2012**

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to approve the June 19, 2012 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Malouf, Vannelli). The motion carried.

VI. Park District Treasurer's Report**A. Cash Report #07**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #07 dated July 17, 2012 as submitted. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Malouf, Vannelli). 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 # 6, 6A, 6B, 6C, 6D, 6E, Payroll # 11, 12, 13 and Refund #6. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen,

Nays: None

Absent: Commissioners Jackson, Malouf, Vannelli

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 commented that the Board may notice a difference in the payroll from June 2012 and June 2011. There were three payrolls in June 2012; however the three payrolls were in July 2011.

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 – In addition to her report, Kathy discussed the IAPD Summer Golf Tour – Legislative Awareness Tour being hosted by Wheaton Park District. She will speak to the Director after the tour to discuss the option of holding the Legislative Awareness Tour at OCCC in 2013. Kathy also commented that in lieu of flowers in memorial to Fran Morava, a memorial donation was made on behalf of the Park District to Arbor Day for tree planting.

B. Superintendent of Recreation and Parks – as submitted. Dave commented that although the summer has been really hot, there have been no reported incidents related to heat. He also commented that there have not been any additional concerns addressed related to excessive noise from the Summer Campers.

C. Director of Golf Operations – Kathy reported in addition to Marc Heidkamp's report, turf conditions are very good considering the drought we are experiencing. There isn't a water shortage and the well is operating fine.

D. Superintendent of Greens – as submitted.

E. Administrative/Operational Updates

- **ADA Transition Plan – Phase 1 (GMRC Entrance).** To be addressed under New Business.

IX. Administrative / Operational Summary (continued)

- **America's Favorite Parks Competition.** Prospect Heights Park District's Lions Park finished 28th Place out of over 9,000 parks who received at least one vote. Commissioner Gould commented that during the Prospect Heights 4th of July Parade, flyers were distributed to the residents encouraging them to vote for Lions Park and many residents were aware of the competition.

X. President's Report

Commissioner Barrett commented about an increase in his property tax bill. He will be pursuing this matter with the Cook County Tax Assessor's Office and will inquire about how tax exemptions are calculated.

XI. Announcements (Meetings)

A. Regular Board Meeting **08/21/12** **7:00 PM** **GMRC**

XII. Public Comment – There were none.**XIII. Unfinished / Ongoing Business – There were none.****XIV. New Business****A. GMRC Front Entrance Approval – ADA Transition Plan**

Superintendent of Recreation Dave Figgins reported that in the ADA Audit a recommendation was made to address the GMRC front entrance and to remove the pavers and replace the walkway with concrete. The funding for this project would be through the ADA Compliance budget with approval from NWSRA. A letter has been submitted to NWSRA for consideration and approval. Dave is asking the Board to approve the GMRC front entrance project and to award the bid of \$16,890 to the lowest bidder, Northscape Enterprise.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to approve the GMRC front entrance project. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen,

Nays: None

Absent: Commissioners Jackson, Malouf, Vannelli

The motion carried.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to approve the low bid of \$16,890 from Northscape Enterprise for the GMRC front entrance project. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen,

Nays: None

Absent: Commissioners Jackson, Malouf, Vannelli

The motion carried.

B. Preliminary 2013 Budget Timeline

Business Manager Annette Curtis presented the preliminary 2013 Budget Timeline.

XIV. New Business (continued)

C. Prevailing Wage Ordinance 07.17.12

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to approve the Prevailing Wage Ordinance 07.17.12 as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Ludvigsen,

Nays: None

Absent: Commissioners Jackson, Malouf, Vannelli

The motion carried.

XV. Recess into Executive Session – There was none.

XV. Reconvene to Open Session – There was none.

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

XVI. Closing Comments

Commissioner Gould commented about the proposed Anti-bullying Policy and would like to see the Park District adopt the policy. She recommended that the Anti-bullying Policy be included in the August Board Meeting Agenda.

XIX. Adjournment

With no further business to discuss a motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 7:45 p.m. The motion was unanimously approved by a voice vote with three absent (Commissioners Jackson, Malouf, Vannelli). The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
W. Vannelli, Prospect Heights Park District Secretary