

**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, OCTOBER 16, 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 7:07 p.m.

Commissioners present:

Jack Barrett

Lisa Gould

Karl Jackson

Mark Malouf

Bill Vannelli

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:

Terry Curtis

Patrick Ludvigsen

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Jim Lennon.

II. Corrections / Additions / Approval of Agenda

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

III. Correspondence

A. PDRMA Pulse Newsletter – Fall 2013

B. PDRMA Health in Action Newsletter

Executive Director Kathy Nowicki reported with the passing of employee Bernie Walsh. EAP was contacted to assist the Park District Staff with coping with their loss.

IV. Recognition/Welcome

A. Residents - Meg Vannelli

B. Employee Recognition – Tom Helbling. Dave Figgins recognized Tom Helbling who is the driver for the Senior and Kids Day Off trips. Dave thanked Tom for his services to the Park District and will be acknowledged at the All Staff Meeting on Friday.

V. Approval of Minutes

A. Committee of the Whole – September 18, 2012

A motion was made by Commissioner Malouf and seconded by Commissioner Gould to approve the September 18, 2012 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Curtis and Ludvigsen). The motion carried.

V. Approval of Minutes (continued)

B. Regular Board Meeting – September 18, 2012

A motion was made by Commissioner Vannelli and seconded by Commissioner Malouf to approve the September 18, 2012 Regular Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Curtis and Ludvigsen). The motion carried.

VI. Park District Treasurer’s Report

A. Cash Report #10

A motion was made by Commissioner Gould and seconded by Commissioner Jackson to accept the Treasurer’s Report – Cash Report #10 dated October 16, 2012 as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Curtis and Ludvigsen). 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, Payroll # 18, 19 and Refund #9. The motion was unanimously approved by a roll call vote.

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

VII. Business Manager Report

- A. YTD Fund Summary – as submitted
- B. Recreation Fund Summary – as submitted

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 – as submitted
- B. Superintendent of Recreation and Parks – as submitted.
- C. Director of Golf Operations – as submitted
- D. Superintendent of Greens – as submitted.
- E. Administrative/Operational Updates
 - **ADA Transition Plan – Phase 1.** Dave reported he worked with an Engineer regarding constructing a ramp to the front entrance to the Administration Building. The Engineer determined there is no adequate accessible route. The Engineer will develop a letter indicating his findings. The deficiency will not have to be addressed.
 - **Departmental Reports.** Summer Camp and Aquatics reports were reviewed and discussed. Commissioner Malouf requested for Staff to compile recommendations on how to improve the Aquatics Department.

X. President’s Report

There was none.

XI. Announcements (Meetings)

A. Committee of the Whole Meeting	11/05/12	6:00 PM	GMRC
B. Special Board Meeting	11/05/12	7:00 PM	GMRC
C. Regular Board Meeting	11/20/12	7:00 PM	GMRC

XII. Public Comment – There were none.

XIII. Unfinished / Ongoing Business

A. Tyler Technologies – Systems Agreement

Executive Director Kathy Nowicki reported that last month Alan Davis of Tyler Technologies provided the Board with an overview of their accounting system, Incode. Annette has been in contact with local Park District Incode users and has received positive feedback about the system. Kathy surveyed Executive Directors who have been users of Incode for the last 2-5 years and received all positive feedback. Kathy was given direction to provide a more specific proposal at the November 5th Committee of the Whole Meeting.

XIV. New Business

A. 2012 Property Tax Levy

There was discussion about the 2012 Property Tax Levy. This item will be brought back to the November 20, 2012 Regular Board Meeting.

B. IAPD Conference Credentials Certificate

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to designate Kathy Nowicki to serve as the Prospect Heights Park District delegate and Dave Figgins as the alternate to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 26, 2013. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Gould, Jackson, Malouf, Vannelli

Nays: None

Absent: Commissioners Curtis, Ludvigsen

The motion carried.

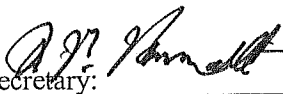
XVI. Closing Comments

Commissioner Malouf stated that Bernie Walsh was an amazing woman and she will be missed.

XIX. 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 7:51 p.m. The motion was unanimously approved by a voice vote with two absent (Commissioners Curtis and Ludvigsen). The motion carried. The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary


Secretary: _____

W. Vannelli, Prospect Heights Park District Secretary