

**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, AUGUST 21, 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
Karl Jackson
Patrick Ludvigsen
Mark Malouf
Bill Vannelli

Also Present:

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

Commissioners absent:

None

A quorum was present.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Dave Figgins.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Vannelli 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 “Health in Action” Newsletter July 2012**
- B. Public Inquiry and Comment Form received July 19, 2012**
- C. NWSRA letters (3) dated July 26, 2012**
- D. IAPD email dated August 3, 2012**
- E. PDRMA email dated August 6, 2012**
- F. IAPD email dated August 8, 2012**

IV. Recognition/Welcome

A. Residents - Meg Vannelli

B. Employee Recognition – Dave Figgins recognized the 2012 Lifeguards for the great job they did this summer having to work in the record heat. They performed above and beyond their duties. Pool Manager, Ed O’Neill, was present and stated that the twenty-one lifeguards were a great crew and really stepped-up this summer. There were no heat related incidents.

Dave also recognized Ed O’Neill for his 30 years of service to the Prospect Heights Park District. Dave reported Ed brings a lot of passion to his job and sets the bar pretty high and encourages his Staff along the way. The Park District appreciates all of Ed’s efforts. Ed O’Neill thanked the

IV. Recognition/Welcome (continued)

Board and the Staff for their support and commented that the past 30 years has been an incredible experience for him.

V. Approval of Minutes**A. Regular Board Meeting – July 17, 2012**

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Curtis to approve the July 17, 2012 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with three abstains (Commissioners Jackson, Malouf, Vannelli). The motion carried.

VI. Park District Treasurer's Report**A. Cash Report #08**

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #08 dated August 21, 2012 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 Jackson to accept Warrants for payment as submitted for Vendor Warrants # 7, 7A, 7B, 7C, 7D, 7E, Payroll # 14, 15 and Refund #7. 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****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 (GMRC Entrance).** Dave reported the Board approved the GMRC entrance project at the last Board meeting. Approval was received from NWSRA to use funds from the ADA Recreation Fund. The project will start tomorrow.

X. President's Report

There was none.

XI. Announcements (Meetings)**A. Regular Board Meeting**

09/18/12

7:00 PM

GMRC

XII. **Public Comment** – There were none.

XIII. **Unfinished / Ongoing Business**

A. IAPD Summer Golf Tour 2013

Dave Figgins reported that Executive Director Kathy Nowicki followed up with the Wheaton Park District regarding the impact of the tour on the course. IAPD prefers a 27-hole golf course. Old Orchard CC would not qualify. Kathy will inquire about consideration for next year for a smaller golf tour.

XIV. **New Business**

A. NWSRA Assessment Resolution 08.21.12

A motion was made by Commissioner Barrett and seconded by Commissioner Gould to approve NWSRA Assessment Resolution 08.21.12. 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. Line of Credit Resolution 08.21.12A

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to approve Line of Credit Resolution 08.21.12A. 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.

C. Disposal of Personal Property Resolution 08.21.12B

A motion was made by Commissioner Vannelli and seconded by Commissioner Jackson to approve Disposal of Personal Property Resolution 08.21.12B. 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.

D. PHPD Personnel Policy Appendix I – Anti Bullying Policy

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to adopt PHPD Personnel Policy Appendix I – Anti Bullying Policy. 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.

E. Tyler Technologies – Systems Agreement

Business Manager Annette Curtis reported she has followed through with the Board's direction through the Park District's Master Plan to seek an accounting software that would meet the Prospect Heights Park District's needs. The Park District has been using their current software for about 10-12 years. Tyler Technologies' Encode software seems to be the best fit. There was discussion about the efficiencies Encode would have to the accounting processes. Commissioner Malouf inquired about what would be the cost benefit to the Park District. Commissioners Curtis

XIV. New Business (continued)

and Gould would like more information before moving forward. Commissioner Jackson inquired about the cost of patching the two softwares (Recreation and Accounting) together. Attorney Lennon needs to review some of the language in the agreement. Dave will obtain quotes for the patching of the two software. Annette will contact the Tyler Representative and inquire whether or not he can meet with the Finance Committee. Annette will gather information about Encode's efficiencies from other Park Districts currently using Encode. This item will be placed on the next Regular Board meeting agenda for further discussion.

XV. Recess into Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of personnel (Section 2(c)(1)) at 8:05 p.m. The motion was unanimously approved by a voice vote. The motion carried.

XV. Reconvene to Open Session

Open session reconvened at 9:18 p.m. During Executive Session personnel was discussed.

XVI. Action on Matters Discussed in Executive Session

A motion was made by Commissioner Gould, seconded by Commissioner Ludvigsen to approve a three year contract with Kathy Nowicki to serve as Executive Director of the District, directing park attorney to draft contract effective September 1, 2012 consistent with terms discussed in Executive Session. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Jackson, Ludvigsen, Vannelli

Nays: None

Abstain: Commissioner Malouf

Absent: None

The motion carried.

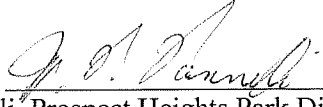
XVI. Closing Comments

There were none.

XIX. Adjournment

With no further business to discuss a motion was made by Commissioner Gould and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 9:20 p.m. The motion was unanimously approved by a voice. The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: 
W. Vannelli, Prospect Heights Park District Secretary