

**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 8, 2011**

**I. Call to Order**

**A. Roll Call**

President Bernie Olson called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

Commissioners present:

Patrick Ludvigsen  
Mark Malouf  
Bernie Olson  
Bill Vannelli

Commissioners absent:

Jack Barrett  
Dan Pavlik  
Jean Spiegelhalter

Also Present:

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

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Patrick Ludvigsen.

**II. Corrections / Additions / Approval of Agenda**

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

**III. Recognition /Introduction**

**A. Residents**

Residents Terry Curtis, Lisa Gould and Meg Vannelli were present.

**B. Employee Recognition – Annette Curtis**

Executive Director Kathy Nowicki recognized Business Manager, Annette Curtis, for her endeavors related to the annual audit.

**IV. Announcements (Meetings)**

<b>A. Regular Board Meeting</b>	<b>04/12/11</b>	<b>7:00 P.M.</b>	<b>GMRC</b>
<b>B. Special Board Meeting (April 5, 2011 election canvass)</b>	<b>05/03/11</b>	<b>7:00 P.M.</b>	<b>GMRC</b>

**V. Correspondence****A. Speer Financial email dated February 24, 2011****B. Save the Date Announcement - Sunday, May 15, 2011**

There was discussion about Commissioner Olson's request to change the recognition luncheon to a dinner and to invite the Commissioner's spouses. Executive Director Kathy Nowicki will follow-up on the restaurant's availability to change the event to a dinner. There will be an increase in cost with the change from a luncheon to a dinner and the addition of spouses.

**VI. Approval of Minutes****A. Regular Board Meeting – February 8, 2011**

Commissioner Malouf requested for Section XIII Unfinished/Ongoing Business, D. Master Plan RFP of the February 8, 2011 minutes be amended to read as follows:

**“D. Master Plan RFP**

Executive Director Kathy Nowicki reported that RFPs were sent to six consultants. Due to the recent extreme weather conditions, the deadline for submission of the RFP was extended to today. Staff received three proposals with Impact Planning being the lowest bidder.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Pavlik to accept the proposal from Impact Planning. The motion was approved by a 5-2 roll call vote.

Ayes: Commissioners Barrett, Ludvigsen, Pavlik, Spiegelhalter and Vannelli

Nays: Commissioner Malouf and Olson

Absent: None

Motion carried.”

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to approve the February 8, 2011 Regular Board Minutes as amended. The motion was unanimously approved by a voice vote. The motion carried.

**VII. Public Comment**

There were none.

**VIII. Park District Treasurer's Report****A. Cash Report #03**

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to accept the Treasurer's Report – Cash Report #03 dated March 8, 2011 as submitted. The motion was unanimously approved by a voice vote. The motion carried. See Appendix A.

**B. Approval of Warrants for Payment Date**

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, 2D, Payroll #3, 4 and Refund #2. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Ludvigsen, Malouf, Olson, Vannelli

Nays: None

Absent: Commissioner Barrett, Pavlik, Spiegelhalter

The motion carried. See Appendix B.

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

Attorney Jim Lennon reported he had no other reports other than what is included on the agenda.

**X. Administrative / Operational Summary**

**A. Executive Director**

**B. Superintendent of Recreation and Parks**

**C. Director of Golf Operations**

**D. Superintendent of Greens**

As submitted in the Board packet.

**XI. Business Manager Report**

**A. YTD Fund Summary**

**B. Recreation Fund Summary**

Business Manager Annette Curtis reported the YTD Fund Summary and Recreation Fund Summary were not complete due to the work involved with the audit; therefore they were not included in the Board packet. However, the Year End Golf Analysis was updated and included in the packet.

Commissioner Malouf requested from Golf a detailed report regarding the difference in Dept. 15 expenses, budget vs. actual.

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to add an item to future agendas related to operational items that require update/action. The motion was unanimously approved by a voice vote. The motion carried.

Commissioners are to communicate to Executive Director Nowicki items to be included on this agenda item.

**XII. Committee Reports**

There were none.

**XIII. Unfinished / Ongoing Business**

**A. OOC Course Washroom**

Executive Director Kathy Nowicki reported that the contractor was waiting for an inspection yesterday. Should the inspection pass, dry wall can then go up.

**B. Lake Claire Property**

Superintendent of Recreation and Parks Dave Figgins reported he is still trying to obtain a third quote.

**C. School Street and Claire Lane Playground Renovations**

Staff was given direction to contact the County to inquire about School Street Park.

**D. 2011 Master Plan**

Executive Director Kathy Nowicki and Superintendent of Recreation and Parks Dave Figgins provided a presentation related to the update of the Open Space and Outdoor Facilities Master Plan. Included in the presentation were the accomplished items, items that were deleted/non-applicable and items to be determined based on the Master Planning. Kathy informed the Board that the consultant contracted for Master Planning would like to enter into discussion with the Board at a Planning Committee Meeting. Commissioner Malouf discussed holding a Planning Committee Meeting first before meeting with the consultant. By consensus, a Planning

Committee Meeting was scheduled for Master Planning discussion for March 22, 2011 at 6:30 p.m.

**E. Disc Golf Development**

Superintendent of Recreation and Parks Dave Figgins provided pricing in the Board packet. Each target would cost about \$300. A complete disc golf hole would cost about \$1,000/each. As far as location, Dave suggested Country Gardens Park as an ideal location due to the park's visibility, existing amenities and volume of current use. Business Manager Annette Curtis commented that this item was not identified in the 2011 budget. Continued discussion will take place at the Planning Committee meeting.

**XIV. New Business**

**A. Tax Abatement Ordinance Park Bonds**

**1. Series 2003A**

**2. Series 2005B**

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Malouf to adopt the Tax Abatement Ordinance 03.08.11 as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Ludvigsen, Malouf, Olson, Vannelli

Nays: None

Absent: Commissioner Barrett, Pavlik, Spiegelhalter

The motion carried.

**B. Electronic Personal Assistive Mobility Devices (EPAMD) Policy**

Executive Director Kathy Nowicki discussed the need for the Park District to have an EPAMD Policy in place.

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to approve the EPAMD Policy as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Ludvigsen, Malouf, Olson, Vannelli

Nays: None

Absent: Commissioner Barrett, Pavlik, Spiegelhalter

The motion carried.

**C. Somerset Park Detention Basin**

Executive Director Kathy Nowicki explained that a resident contacted the City regarding the overflow in the detention basins located at Somerset Park. The City in turn contacted the Park District. The Parks Crew pumped the east and west detention basins at Somerset Park. Superintendent of Recreation and Parks Dave Figgins contacted a contractor who was recommended by the City of Prospect Heights and Old Town Sanitary District, to review the basin drainage. It was found that an underground 60 ft. concrete drainage pipe is damaged. The Commissioners requested for the Park Attorney to look into who owns this pipe. Dave will continue to obtain additional quotes.

**XV. Recess into Executive Session**

There was none.

**XVI. Adjournment**

With no further business to discuss a motion was made by Commissioner Vannelli and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 8:25 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,

*Edlyn Castil*

Edlyn Castil

Recording Secretary

Secretary: \_\_\_\_\_

P. Ludvigsen, Prospect Heights Park District Secretary