

**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 20, 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 7:00 p.m.

Commissioners present:	Also Present:
Jack Barrett	Kathy Nowicki – Executive Director
Terry Curtis	Dave Figgins – Superintendent of Recreation and Parks
Lisa Gould	Marc Heidkamp – Director of Golf Operations
Patrick Ludvigsen	Annette Curtis – Business Manager
Mark Malouf	James Lennon – Park District Attorney
Bill Vannelli	Edlyn Castil – Administrative Assistant/Recording Secretary
Commissioners absent:	
None	

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Lisa Gould.

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

A motion was made by Commissioner Barrett and seconded by Commissioner Vannelli to move Items XV and XVI after Item XII. The motion was unanimously approved by a voice vote. The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Ludvigsen to approve the agenda as amended. The motion was unanimously approved by a voice vote. The motion carried.

**III. Correspondence**

**A. NWSRA 2011 Participation and Facility Use Summary**

**B. KENSA Utilities Corporation letter dated 3/3/12**

**C. Petition for Extended Friday Hours received 3/14/12**

**D. Save the Date 4/15/12 Reception**

**IV. Recognition/Welcome**

**A. Residents** - There were none.

**B. Employee Recognition** – Christe Shey was nominated by her supervisor, Julie Caporruso, to be recognized for her efforts with the Preschool Program.

**C. Guests** – There were none.

**V. Approval of Minutes**

**A. Regular Board Meeting – February 21, 2012**

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Vannelli to approve the February 21, 2012 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with two abstains (Malouf, Barrett). The motion carried.

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

A motion was made by Commissioner Gould and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #03 dated March 20, 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 Ludvigsen 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 Barrett, Curtis, Gould, Ludvigsen, Malouf, Vannelli

Nays: None

Absent: None

The motion carried. See Appendix B.

**VII. Business Manager Report****A. YTD Fund Summary****B. Recreation Fund Summary**

Business Manager Annette Curtis reviewed the YTD Fund Summary and the Recreation Fund Summary. She pointed out that the Golf operation is now reported as a separate Fund. The audit is complete and will be presented to the Board at the April 2012 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 – 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 Figgins reported the District is continuing with the plan and compliance. Currently engaged in getting quotes, proposals and options for the changes with the front of GMRC.
- **Resident and Employee Program/User Discounts.** Staff will review the Resident and Employee Program/User Discounts with the Recreation Committee.

**X. President's Report**

Commissioner Barrett discussed the plans for the recognition reception for retired Commissioner Bernie Olson.

**XI. Announcements (Meetings)**

**A. Regular Board Meeting**                      **04/17/12**                      **7:00 PM**                      **GMRC**

**XII. Public Comment**

There were none.

**XV. Recess into Executive Session**

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to recess into Executive Session at 7:29 pm for the purposes of approval of minutes and personnel. The motion was unanimously approved by a voice vote.

**XVI. Reconvene to Open Session**

Open session reconvened at 7:55 pm.

**XVII. Possible Action on Matters Discussed Executive Session**

During Executive Session minutes were approved and personnel were discussed.

**XIII. Unfinished / Ongoing Business**

There was none.

**XIV. New Business****A. Tax Abatement Ordinance Park Bonds****1. Series 2003A****2. Series 2005B**

A motion was made by Commissioner Gould and seconded by Commissioner Ludvigsen to adopt Park Bonds Tax Abatement Ordinance 03.20.12 Series 2003A and Series 2005B. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**B. GMRC Facility Hours**

Dave Figgins reported a petition was received recommending extending the GMRC hours to 7 pm on Fridays. There was discussion and the Board recommended extending the GMRC hours 7 pm and for the Staff to monitor the facility use.

**C. Park Board Vacancy**

Commissioners Ludvigsen and Gould reported there were three interested candidates who submitted their resumes for the Park Board vacancy. The candidate chosen for the Park Board vacancy is Karl Jackson.

A motion was made by Commissioner Ludvigsen and seconded by Commissioner Gould to appoint Karl Jackson to the Prospect Heights Park District Board of Commissioners to fill a vacancy for the remaining term which runs until 4/2013. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commission Malouf

Absent: None

The motion carried.

**XVIII. Closing Comments**

There were none.

**XV. 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 8:08 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_  
W. Vannelli, Prospect Heights Park District Secretary