

**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, FEBRUARY 9, 2010**

**I. Call to Order**

**A. Roll Call**

President Dan Pavlik called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present:

Jack Barrett  
Patrick Ludvigsen  
Mark Malouf  
Dan Pavlik  
Jean Spiegelhalter  
Bill Vannelli

Commissioners absent:

Bernie Olson

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 resident, Meg Vannelli.

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

Commissioner Pavlik requested to move Item XIII after Item VII.

A motion was made by Commissioner Pavlik and seconded by Commissioner Vannelli to accept the Agenda as amended. The motion was unanimously approved by a voice vote. Motion carried.

**III. Recognition / Introduction**

**A. Residents**

Meg Vannelli, Prospect Heights resident.

**B. Guests**

John McGovern, Recreation Accessibility Consultants LLC

**III. Recognition / Introduction (continued)****C. Recognition – Employee Service Anniversaries**

Executive Director Kathy Nowicki included a list of employees in the board packet who will be recognized at the All Staff Meeting on Friday, February 12, 2010. Employees included in the recognition are celebrating 5, 10, 15, 20 and 25 years with the Park District and 30 years service at OCCC.

**IV. Announcements (Meetings)**

**A. Regular Board Meeting                      03/09/10                      7:00 PM                      GMRC**

**V. Correspondence**

**A. P.H. Plan/Zoning Board of Appeals Notice received January 15, 2010**

**B. IAPD Joint Legislative Committee letter dated January 15, 2010**

**C. IAPD email dated February 2, 2010**

**VI. Approval of Minutes****A. Regular Board Meeting – January 12, 2010**

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to approve the January 12, 2010 Regular Board Meeting minutes as submitted. The motion was unanimously approved by a voice vote. Motion carried.

**B. Planning Committee Meeting – January 26, 2010**

A motion was made by Commissioner Pavlik and seconded by Commissioner Malouf to approve the January 26, 2010 Planning Committee Meeting minutes as submitted. The motion was unanimously approved by a voice vote. Motion carried.

**VII. Public Comment**

There were none.

**XIII. Unfinished / Ongoing Business****A. Accessibility Audit – Final Report**

John McGovern, Recreation Accessibility Consultants LLC was present and reviewed the 2009 Accessibility Audit Final Report with the Commissioners and answered questions that were presented. Commissioner Barrett inquired whether the reserved NWSRA funds can be used to meet the accessibility requirements.

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Vannelli to accept the 2009 Accessibility Audit Final Report of sites and facilities as submitted. The motion was approved by a roll call vote.

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

Nays:                      None

Abstain:                      Commissioner Malouf

Absent:                      Commissioner Olson

The motion carried.

**VIII. Park District Treasurer's Report****A. Cash Report #02**

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to accept the Treasurer's Report – Cash Report #02 dated February 9, 2010 as submitted. The motion was unanimously approved by a voice vote. Motion carried.

See Appendix A

**B. Approval of Warrants for Payment**

A motion was made by Commissioner Barrett and seconded by Commissioner Ludvigsen to accept Warrants for payment as submitted for Vendor Warrants #1, 1A, 1B, 1C, Payroll 1, 2 and Refund 1. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Olson

The motion carried.

See Appendix B

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

Attorney Jim Lennon reported the OOC name and service mark registration has been completed and approved. The registration has to be completed every 10 years.

**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 Board Packet.

Executive Director Kathy Nowicki reported the Town Hall Meeting scheduled on February 16, 2010 from 6:30 pm – 8 pm at City Hall, was not included in the report.

Commissioner Malouf commented about recent contact received from Bonnie Ma regarding the proposed OOC free-standing bathroom structure.

**XI. Business Manager Report****A. YTD 12/31/2009 Fund Summary****B. Recreation Fund Summary**

Business Manager Annette Curtis reported that the auditors, will be at the Park District the week of February 22<sup>nd</sup>. Commissioner Pavlik inquired on the timeline of the audit. Annette Curtis stated the audit will possibly be completed and presented by the April Board meeting.

**XIII. Committee Reports****A. Planning Committee**

Commissioner Malouf reported he reviewed Crystal Lake Park District's online report and found it very extensive. Commissioner Pavlik reported he reviewed Arlington Heights Park District's online report which was very detailed. The next Planning Committee meeting will be scheduled on February 23, 2010 at 7 p.m. There will be continued discussion regarding a Needs Assessment. Executive Director Kathy Nowicki commented that working with a consultant would be beneficial.

**B. Recreation Committee**

Commissioner Malouf provided a memo which reported discussion between Dave Figgins and him regarding a variety of topics related to the Recreation Committee. Some areas discussed were current program offerings, programs not currently offered, the changing demographics in Prospect Heights, special events and publicity/advertisement. The next Recreation Committee meeting will be scheduled on February 23, 2010 at 6:30 p.m.

**XIV. New Business**

There was none.

**XV. Recess into Executive Session**

There was none.

**XVI. Reconvene to Open Session**

There was none.

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

There was none.

**XIV. Adjournment**

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to adjourn the Regular Board Meeting at 8:26 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