

**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, JANUARY 12, 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 7:00 p.m.

Commissioners present:

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

Also Present:

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

**B. Pledge of Allegiance**

Led by Dan Pavlik.

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

A motion was made by Commissioner Olson and seconded by Commissioner Spiegelhalter to accept the Agenda as submitted. The motion was unanimously approved by a voice vote.

**III. Recognition / Introduction**

**A. Residents**

Meg Vannelli, Prospect Heights resident.

**B. Recognition – Tim Jones, Prospect Heights Fire Protection District,  
Marcia Jendreas, resident and Jan Mosberg, resident**

Executive Director Kathy Nowicki recognized Tim Jones for his generosity with his time and talent. He constantly works beyond capacity of his role with the Fire District. She recognized Jan Mosberg, a resident and employee of the Prospect Heights Public Library, and a long time volunteer of the Prospect Heights Park District. Kathy Nowicki also recognized Marcia Jendreas, who was present at the meeting, for her contributions on a

**III. Recognition / Introduction (continued)**

City level as Alderman and Chairman of the PZBA and for her involvement in the parks with the Prospect Heights Garden Club.

**IV. Announcements (Meetings)**

**A. Regular Board Meeting                      02/09/09                      7:00 PM                      GMRC**

**V. Correspondence**

**A. Midwest Bank letter dated December 14, 2009**

**B. Illinois Park & Recreation Association (IPRA) email dated December 17, 2009**

**C. PDRMA LRN Alert dated December 22, 2009**

**D. City of Prospect Heights email dated January 6, 2010**

**VI. Approval of Minutes**

**A. Finance Committee Meeting – December 8, 2009**

A motion was made by Commissioner Malouf and seconded by Commissioner Olson to approve the December 8, 2009 Finance Committee Meeting minutes as submitted. The motion was approved by a voice vote.

**B. Regular Board Meeting – December 8, 2009**

A motion was made by Commissioner Barrett and seconded by Commissioner Vannelli to approve the December 8, 2009 Regular Board Meeting minutes as submitted. The motion was approved by a voice vote.

**C. Greens Committee Meeting – December 15, 2009**

A motion was made by Commissioner Olson and seconded by Commissioner Malouf to approve the December 15, 2009 Greens Committee Meeting minutes as submitted. The motion was approved by a voice vote.

**VII. Public Comment**

Resident, Meg Vannelli, wished everyone a happy and healthy new year.

**VIII. Park District Treasurer's Report**

**A. Cash Report #01**

A motion was made by Commissioner Barrett and seconded by Commissioner Vannelli to accept the Treasurer's Report – Cash Report #01 dated January 12, 2010 as submitted. The motion was unanimously approved by a voice vote.

See Appendix A

**B. Approval of Warrants for Payment**

A motion was made by Commissioner Barrett and seconded by Commissioner Olson to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C,

**VIII. Park District Treasurer's Report (continued)**

12D, 12E, Payroll 25, 26, 27 and Refund 12. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

Motion carried. See Appendix B

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

Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

**X. Administrative / Operational Summary**

As submitted in Board Packet.

Commissioner Pavlik commented on the Staff's individual reports that discussed the promotional work they are doing to bring in more participants into the programs.

Executive Director Nowicki reported Andrew is accepting donations for the planting of a tree in the spring in memory of staff member, Fred Vitek, who recently passed away.

**XI. Business Manager Report**

Business Manager Annette Curtis reported the Recreation Fund Report was not included in the January packet, but will be included at next month's meeting. There was discussion about the YTD 2009 fund summary.

**XII. Committee Reports**

There were none.

There was discussion about scheduling a Planning Committee Meeting and a Recreation Committee Meeting on 01/26/10 and/or 02/09/10. Once the final meeting dates are set, the agendas will be noticed to the public.

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

The Park District has received the final report for the Accessibility Audit. Commissioners are to review the final report and address questions they may have to Kathy Nowicki and/or Dave Figgins. John McGovern will attend the next Board Meeting to answer questions. Dave Figgins reported that addressing the audit recommendations will take a group effort. Staff will work on establishing a timeline related to the recommendations.

**B. Approval 2010 Budget**

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Olson to approve the 2010 Budget Appropriation Ordinance. The motion was unanimously approved by a roll call vote.

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

**XIII. Unfinished / Ongoing Business (continued)**

Nays: None  
Absent: None  
Motion carried.

**C. OOCC Washroom Project**

There was continued discussion regarding the OOCC washroom project and whether it should be a renovation of the Grounds Maintenance Building or a stand-alone building.

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to give direction to the OOCC Clubhouse lessee to start the design plans for a free standing structure. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Ludvigsen, Malouf, Pavlik and Vannelli  
Nays: None  
Abstain: Olson, Spiegelhalter  
Motion carried.

**XIV. New Business**

**A. PHPD Investment Policy Review**

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Barrett to approve the Investment Policy as submitted. The motion was approved by a voice vote.

**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.

**XVIII. Adjournment**

With no further business to discuss a motion was made by Commissioner Spiegelhalter and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 8:10 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