

**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 19, 2013**

**I. Call to Order**

**A. Roll Call**

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

Commissioners present:

Terry Curtis

Lisa Gould

Karl Jackson

Patrick Ludvigsen

Mark Malouf

Also Present:

Kathy Nowicki – Executive Director

Dave Figgins – Superintendent of Recreation

Annette Curtis – Business Manager

James Lennon – Park District Attorney

Edlyn Castil – Administrative Assistant/Recording Secretary

Commissioners absent:

Jack Barrett

Bill Vannelli

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Pat Ludvigsen.

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

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to approve the agenda as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Barrett, Vannelli). The motion carried.

**III. Correspondence**

Executive Director Kathy Nowicki reported that correspondence received were a PDRMA Newsletter and a Certificate of Participation in the National Geographic for Kids for breaking the world record for the most people to run 100 meters in 24 hours.

**IV. Recognition/Welcome**

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

**B. Employee Recognition – Employee Service Recognition.** Executive Director Kathy Nowicki recognized the full-time and part-time Employee service anniversaries. The Employees will be recognized at the February All Staff meeting on Friday, February 22nd.

**C. Guests** – There were none.

**V. Approval of Minutes**

**A. Regular Board Meeting – January 15, 2013**

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to approve the January 15, 2013 Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote with two absent (Commissioners Barrett, Vannelli) and one abstain (Commissioner Gould). The motion carried.

**VI. Park District Treasurer's Report****A. Cash Report #2**

A motion was made by Commissioner Malouf and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #2 dated February 19, 2013 as submitted. The motion was unanimously approved by a voice vote with two absent (Commissioners Barrett, Vannelli). The motion carried. See Appendix A.

**B. Approval of Warrants for Payment**

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

Ayes: Commissioners Curtis, Gould, Jackson, Ludvigsen, Malouf

Nays: None

Absent: Commissioner Barrett, Vannelli

The motion carried. See Appendix B.

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

Business Manager Annette Curtis reported the Auditors are working on the Park District audit and will be on site until Friday, February 22nd. The 12/31/12 Financial Information will be provided at the March 2013 Board Meeting.

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

Attorney Jim Lennon reported a memo was distributed to the Board of Commissioners related to the Midori Operating Agreement. The Board will review and there will be discussion at a future Committee of the Whole Meeting.

There was discussion about holding a Committee of the Whole Meeting on Tuesday, March 19, 2013 at 6:30 p.m.

**IX. Administrative / Operational Summary**

**A. Executive Director** – Kathy will submit February report via email.

**B. Superintendent of Recreation and Parks** – as submitted. Commissioner Curtis commented that she likes receiving the emails promoting the various programs.

**C. Director of Golf Operations** – as submitted.

**D. Superintendent of Greens** – as submitted.

**E. Administrative/Operational Updates** – OOC 2012 Year End Summary. Commissioner Malouf commented that the OOC 2012 Year End Summary was a great report and he is very encouraged with the Staff and how they have looked at and taken opportunities to improve their revenue.

**X. President's Report**

There was none.

**XI. Announcements (Meetings)**

|  |                 |                |             |
|--|-----------------|----------------|-------------|
| <b>A. Committee of the Whole Meeting</b> | <b>03/19/13</b> | <b>6:30 PM</b> | <b>GMRC</b> |
|--|-----------------|----------------|-------------|

|                                 |                 |                |             |
|---------------------------------|-----------------|----------------|-------------|
| <b>B. Regular Board Meeting</b> | <b>03/19/13</b> | <b>7:00 PM</b> | <b>GMRC</b> |
|---------------------------------|-----------------|----------------|-------------|

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

**XIII. Unfinished / Ongoing Business**

There was none.

**XIV. New Business**

**A. Approval Combined Budget and Appropriation Ordinance**

A motion was made by Commissioner Gould and seconded by Commissioner Malouf to approve the Combined Budget and Appropriation Ordinance 02.19.13. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Curtis, Gould, Jackson, Ludvigsen, Malouf

Nays: None

Absent: Commissioner Barrett, Vannelli

The motion carried.

**XV. Recess into Executive Session**

There was none.

**XVI. Reconvene to Open Session**

There was none.

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

There was none.

**XVIII. Closing Comments**

Commissioner Curtis reported she attended the annual IPRA Conference held in January 2013 and found the sessions she attended very beneficial. She suggested for all the Commissioners to attend next year's Conference. She was able to network with other Commissioners from various Park District's and discussed networking with local Park District Commissioners. She and Commissioner Malouf agreed to coordinate.

**XIX. Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:27 p.m. The motion was unanimously approved by a voice vote with two absent (Commissioners Barrett, Vannelli).

The motion carried. The meeting was adjourned.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
L. Gould, Prospect Heights Park District Secretary Pro-tem