

**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, APRIL 16, 2013**

**I. Call to Order**

**A. Roll Call**

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:16 p.m.

Commissioners present:

Jack Barrett

Terry Curtis

Lisa Gould

Karl Jackson

Patrick Ludvigsen

Mark Malouf

Bill Vannelli

Commissioners absent:

None

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

A quorum was present.

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Edlyn Castil.

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

Commissioner Barrett requested for Item XIV. New Business A. 2012 Audit Presentation/Approval to be moved after Item IV.

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

**III. Correspondence**

**A. IAPD Legislative Update 8-2013**

**B. Chapman and Cutler LLP email dated April 2, 2013**

**C. Election Office of Cook County Clerk letter dated April 3, 2013**

**D. Prospect Heights Annual Mayor's Community Breakfast Invitation**

Executive Director Kathy Nowicki added a Legislative update to the correspondence received.

**IV. Recognition/Welcome**

**A. Residents -** Meg Vannelli.

**B. Employee Recognition – Rita Nebl.** Superintendent of Recreation Dave Figgins recognized Rita Nebl for her dedicated work with the KinderStop Program. Rita has been employed at the Park District for 4.5 years. She is creative, energetic and well liked by the children.

**C. Guests –** Brian Lefevre, Sikich LLP

**XIV. New Business****A. 2012 Audit Presentation**

Brian LeFevre of Sikich LLP reported that this is the third year the Prospect Heights Park District has prepared a CAFR. He explained that the audit process started in November 2012 with the final phase in February 2013. Brian presented and reviewed the CAFR with the Board. Commissioner Barrett inquired whether the Board was in compliance with the completion of the SAS99 questionnaires and Brian responded that the District was in compliance. Commissioner Malouf inquired about the handling of deposits. Brian reviewed and discussed the process.

**V. Approval of Minutes****A. Committee of the Whole – March 19, 2013**

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to approve the March 19, 2013 Committee of the Whole Meeting Minutes as submitted. The motion was approved by a voice vote. The motion carried.

**B. Regular Board Meeting – March 19, 2013**

A motion was made by Commissioner Malouf and seconded by Commissioner Vannelli to approve the March 19, 2013 Committee of the Regular Board Meeting Minutes as submitted. The motion was approved by a voice vote. The motion carried.

**VI. Park District Treasurer's Report****A. Cash Report #4**

A motion was made by Commissioner Malouf and seconded by Commissioner Ludvigsen to accept the Treasurer's Report – Cash Report #4 dated April 16, 2013 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 Jackson to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 3D, Payroll 5, 6 and Refund #3. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried. See Appendix B.

**VII. Business Manager Report****A. YTD Fund Summary – as submitted****B. Recreation Fund Summary – as submitted****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** – In addition to Executive Director Kathy Nowicki's report, she commented about the meeting with Midori. It was very beneficial to have Midori's Attorney present at the meeting. Midori's Attorney will be creating a protocol and event calendar. There is nothing for the Board to act on at this time.

**B. Superintendent of Recreation and Parks** – as submitted.

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

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

- X. **Administrative / Operational Summary (continued)**  
**E. Administrative/Operational Updates** – Winter 2013 Program Participation and Departmental Timeline. Superintendent of Recreation Dave Figgins reviewed the participation in the various Winter Programs.

- X. **President's Report**  
 Commissioner Barrett discussed holding a Special Board Meeting on May 15, 2013 to review the Canvas Results from the April 9<sup>th</sup> General Consolidated Election and to install the newly elected Commissioners.

- XI. **Announcements (Meetings)**
- |                          |          |         |      |
|--------------------------|----------|---------|------|
| A. Special Board Meeting | 05/14/13 | 7:00 PM | GMRC |
| B. Regular Board Meeting | 05/21/13 | 7:00 PM | GMRC |

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

- XIII. **Unfinished / Ongoing Business**  
 There was none.

Commissioner Malouf departed at 7:55 p.m.

- XIV. **New Business**  
**A. IAPD “A Proud Past A Promising Future”**  
 The Board watched an IAPD DVD titled “A Proud Past A Promising Future”.

- 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**  
 A reminder was made that the Statement of Economic Interest is due.

- XIX. **Adjournment**  
 With no further business to discuss a motion was made by Commissioner Vannelli and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:26 p.m. The motion was unanimously approved by a voice vote. The motion carried. The meeting was adjourned.

A motion was made by Commissioner Barrett and seconded by Commissioner Vannelli to reconvene the Prospect Heights Park District Regular Board Meeting at 8:28 p.m. for the purpose of approval of the 2012 Audit.

Commissioners present:

Jack Barrett  
 Terry Curtis  
 Lisa Gould  
 Karl Jackson  
 Patrick Ludvigsen  
 Bill Vannelli

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:  
Commissioner Malouf

A quorum was present.

**XIV. New Business (continued)**

**A. 2012 Audit Approval**

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to accept and approve the 2012 Audit as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

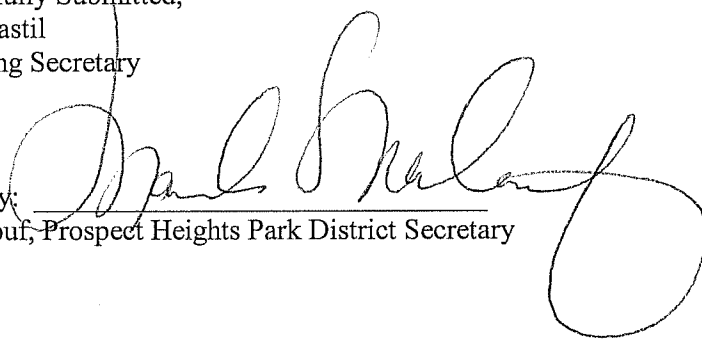
Absent: Commissioner Malouf

The motion carried.

**XX. Adjournment**

With no further business to discuss a motion was made by Commissioner Jackson and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:30 p.m. The motion was unanimously approved by a voice vote. The motion carried. The meeting was adjourned.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary:   
M. Malouf, Prospect Heights Park District Secretary