

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, August 27, 2016 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Tim Doherty
Bill Starr
Ray Massie
Mike Murphy

Administrative Staff:

Dan Malartsik, Executive Director
Brett Barcel, Director of Golf Operations
Jim Jarog, Director of Parks & Planning
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services and Human Resources
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional-Compliance Manager

Professionals:

Tom Hoffman, Attorney
David Phillips, Speer Financial, Inc.
Lee Howard, GAI
Brad O'Sullivan, GAI

Visitors:

Louis Goodman
Jerry Boldt

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Massie motioned to approve the agenda; seconded by Commissioner Murphy and was carried by unanimous voice approval.

APPROVAL OF MINUTES

Commissioner Starr motioned to approve the minutes from the Regular Meeting on July 26, 2017; seconded by Commissioner Murphy.

Discussion: None

Roll Call Vote	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

PUBLIC COMMENT

Jerry Boldt resident for over 40 years unhappy with the Board for spending so much money on the Golf Course and would like to see the board meetings broadcasted live on TV. He feels there would be more transparency and people would watch. He stated a few of the Board members a few years ago felt the same way of broadcasting the meetings live.

Public Hearing

President Kurka called to order the Bond Issuance Notification Act public hearing, as advertised at 7:07 p.m. The purpose of the hearing was to receive public comments on the proposals to sell General Obligation Limited Tax Park Bonds in the amount not exceeding \$2,850,000, the proceeds will be used for the building, maintaining, improving and protecting the District parks and facilities, to refinance certain current obligations and the payment of costs of issuance. President Kurka asked for written or oral comments from the Commissioners- there were none. President Kurka asked for written or oral comments from the public- there were none. President Kurka asked for additional comments from the public.

Public Comment: Mr. Goodman asked what projects were involved in this bond. President Kurka explained that this is an annual proceeding and the list would be from the Capital Improvement List. President Kurka asked for a motion to finally adjourn the Public Hearing.

MOTION

Commissioner Massie made the motion to finally adjourn the Public Hearing; seconded by Commissioner Doherty.

Roll Call Vote	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

President Kurka declared the hearing finally adjourned at 7:10 p.m.

NEW BUSINESS

A. Future Bond Sale Options-Speer Financial (Discussion)

David Phillips from Speer Financial, Inc. discussed/reviewed the park district's current status and future options for issuance of long-term debt to fund large projects and answered questions from the Board about the upcoming bond issue that will take place in October.

B. Scheduling of Special Board Meeting On Wednesday October 25 @ 6 p.m. (2018 Capital Projects/Improvements review & discussion) and November 15 @ 6 p.m. (First draft budget presentation /review-FY 2018).

President Kurka called for two special meetings: October 25, 2017 and November 15, 2017, both 6p.m. at Central Community Center in the Boardroom; the Board members all concurred.

C. Strategic Plan Process & Timeline

Executive Director Malartsik reviewed the following process and timeline:

- Why Adopt A Strategic Plan? Purpose: Clarify to the board, leadership team, staff, and the community –Who are we? Where are we? Where we want to go?
- Strategic Plan Goals: *Establish future direction *Align the organization with strategic direction *Incorporate resident needs into future planning utilizing survey information *Drive innovation as part of the organizational culture *Strengthen and identify elements of organizational culture through values *Develop preliminary approach to infrastructure and capital project needs *Create groundwork for a subsequent master plan process
- Customer Values & Needs Analysis (Who we are) *Conduct Community Attitude & Opinion Survey *Conduct Community & Stakeholder Focus Groups *Incorporate existing plans & documents *Incorporate existing plans & documents
- Organizational Values, Mission & Vision (Why we exist)
- Environmental Scan (Where we are) *Trends analysis, market analysis, competitive analysis, financials *SWOT analysis (Strengths, Weakness, Opportunities, and Threats)
- Strategic Plan Development (Where we are heading) *Develop Strategic Themes & Objectives *Utilize and current planning documents
- Strategic Plan Implementation (How we will execute) *Development of short, mid and long range initiatives *Development of annual action items and timelines
- Strategic Plan Evaluation & Assessment (Monitors Progress) *Determine a tool for tracking progress *Determine Measureable outcomes *Determine a tool for measuring success (balanced scorecard or dashboards) *Develop transparency for the community
- Timeline & Roadmap to Success! *Community Attitude & Opinion Survey (September-November 2017) *Hold Full-Time Staff Focus Groups (September-November 2017) *Hold 3-5 Community Focus Groups (September-December 2017) *Hold Board of Commissioner Focus Group (January 2018) *Develop Mission, Vision, & Values-Leadership Team (January-February 2018) *Develop Strategic Themes & Objectives- Leadership Team (February-March 2018) *Develop Strategic Initiatives- Full Time Staff (March-April 2018) *Finalize Strategic Plan to Recommend to Board of Commissioners (May-June 2018) *Implementation After Board Approval (July 2018).

APPROVAL ITEMS

A. Community Attitude & Opinion Survey

Director Yueill presented a summary and background of the Community Interest and Opinion Survey RFP that was issued on March 17, 2017. Director Yueill reviewed the benefits of aQity conducting the survey with the following bullet points:

- Professional survey designed questions
- Independent Consultant vs Park District driving data
- Statistically Validated-Accurate with small margin of error
- Thorough Analysis of data with actionable deliverable
- Benchmark Comparisons
- Less Staffing Resources Needed

Staff contacted 12 surrounding park districts and found that 11/12 used a professional service like aQity to conduct their surveys. Additionally, the pricing and reach numbers are all in line with the proposal as recommended.

Discussion:

Commissioner Starr reiterated, he agreed with the statement that reads: The Community Attitude & Opinion Survey serves as the key foundational component in the District’s Strategic Plan process. The strategic plan clarifies our identity, purpose and future direction as an organization to the board, leadership team, staff and community.

Commissioner Doherty and Commissioner Kurka both agreed that the survey was pricy but feels if staff needs the survey to proceed with the process of the Strategic Plan, Budget, 5-10 year plan, then they are supportive.

MOTION

Commissioner Starr moved to approve authorizing the Executive Director to enter into an agreement with aQity Research & Insights, Inc. for the Community Attitude & Opinion Survey in the amount of \$24,460; seconded by Commissioner Murphy

Roll Call Vote	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

B. RecPlex Janitorial Bid

Director Jarog stated the RecPlex athletic facility is 90,000 square foot recreation facility. The bid packets were sent to roughly 40 local cleaning contractors. The public bid opening was held on August 10, 2017. The district only received two bids back with the lowest bidder being Perfect Cleaning Service,

Inc. with the base bid of \$38,400. References have been checked for Perfect Cleaning Service, Inc. and all responses were positive. There will be a saving of \$9,576 from the current 2017 contract.

MOTION

Commissioner Murphy moved to accept the bid from Perfect Cleaning, Inc. and authorized the Executive Director to enter into a one-year janitorial service agreement in the amount \$38,400.00; seconded by Commissioner Starr.

Roll Call Vote	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

C. River Trails Park District & Prospect Heights Park District Partnership Agreement

Director Taylor explained that in December 2001, the Mt. Prospect Park District entered into a cooperative agreement with the River Trails Park District and Prospect Heights Park district. Through this Partnership agreement, residents of the MPPD are entitled to utilize partner park district facilities and participate in programs offered at these districts at resident rates. There were only minor revisions: 12(a). The Addenda will be reviewed annually for price changes but any price changes will not require a full review of the Agreement or Board execution; 13. Seasonal brochures will contain Partner Resident Agreement information, as will other publications within all three Partner Park Districts.

Executive Director Malartsik explained it was a great opportunity to meet with River Trails and Prospect Heights Park Districts to discuss the partnership agreement and how to move into the future.

MOTION

Commissioner Massie moved to approve the Partnership Agreement between River Trails, Prospect Heights and Mt. Prospect Park Districts as revised; seconded by Commissioner Doherty.

Roll Call Vote	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

APPROVAL ITEMS

A. Resolution No. 730- Resolution Ratifying the Assessment for Calendar Year 2018 as Recommended by the Board of Trustees of the Northwest Special Recreation Association

Executive Director Dan Malartsik explained each year the NWSRA Board of Trustees establishes assessments for its member districts. Funding for the park district’s assessment comes from the NWSRA Fund.

Discussion: Lee Howard, GAI explained the process on how EAV’s are established.

MOTION

Commissioner Massie motioned the Board adopt Resolution No. 743 Ratifying The Assessment For Calendar Year 2018 As Recommended By The Board Of Trustees of The Northwest Special Recreation; seconded by Commissioner Starr.

Roll Call Vote	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

UNFINISHED BUSINESS

A. Einstein Park Update

Director Jarog updated the Board on Einstein Park Phase II Project:

- Permits approved from MWRD and City of Des Plaines with some changes with two plans. This project construction is underway.
- Adjacent neighbors to the park have been notified as well as posted construction signage at all entrances with signage directing users to alternative playgrounds in the area.
- This is an updated meeting with contractors is scheduled.

B. Kopp Playground Project Update:

- Village of Mount Prospect project permit has been issued
- ComEd project permit is still in process
- Site mobilization: Complete.
- Demolition of the Redwood Playground: Complete
- New playground curbing: 75% Installed.
- Drainage: Complete.
- Playground Equipment, Benches & Table: Delivered & installed.
- Substantial Completion: September 29

The pending connecting path installation (waiting ComEd approval) should be able to occur at the end of the project without impacting the scheduled completion date.

The Veterans Memorial Paving Project is coming along quite nicely and is expected to be complete by mid-October.

Financial Advisor’s Report

Lee Howard, GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District’s key revenue facilities.

Discussion: The Board asked questions on the advisor’s report concerning the Golf Course revenue and Mr. Howard discussed and answered the question.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Murphy motioned to ratify July Accounts Payable checks and EFT’s in the amount of \$785,419.23 as listed on the Check Registers; seconded by Commissioner Starr.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

RATIFICATION OF PAYROLL

Commissioner Murphy motioned to ratify July Payroll checks and Direct Deposits in the amount of \$476,180.88 as listed in this report; seconded by Commissioner Massie.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

- Please join us at the next Foundation Meeting on September 13, 2017 (Wednesday) at Central Community Center.

Executive Report

Executive Director Dan Malartsik reviewed the following items:

- Board Reporting: the new reporting template (tool) will track program enrollment and trends from year to year and include bullet points of news and events. We are targeting implementation for the September board meeting.
- Clearwater Park Grand Re-opening: mark your calendars for Saturday, September 9th at 9 am for the grand re-opening ceremony. The Fishing Derby will also be held in the park between 9 to 11 am.
- Coffee with Executive Director: Directors and the Executive Director will be at RecPlex on Saturday, September 23 from 9-10:30 am for the "Coffee with the Executive Director" meet & greet event. This is an opportunity to be present and introduce ourselves to members in the community as well as thank them for their support.
- District 57: We have three members (Commissioner Starr, Executive Director Malartsik and Director Taylor) on the Citizens Task Force.
- The Cook County Sweetened Beverage Tax was implemented: we are in full compliance for the new beverage tax.
- Fall Baseball and Art Studio participation numbers are strong.
- Drive, Chip and Putt event: largest event in the area with 171 kid golfers participated.
- Club Champion for the 2nd year- Congrats, Nick Tenuta!
- Kylie Sheridan has joined the Community Relations & Marketing Department as a Graphic Designer-Welcome Kylie.

PUBLIC COMMENT

Mr. Goodman requested unlike the Village he was hoping that after the Park District survey is completed that the information will be implemented as soon as possible. President Kurka explained the information collected from the survey will also be used in the Strategic Planning for the District.

MATTERS FROM COMMISSIONERS

Adjournment to Closed Session

Commissioner Doherty made the motion the Board of Commissioners adjourn to Closed Session for the purpose of SECTION 2(c)(1):Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court of administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; seconded by Commissioner Murphy at 8:27 p.m.

Roll Call Vote

Ayes Nays Absent

Approved Board Minutes
8-23-17

Approved

Commissioner Kurka	X	
Commissioner Doherty	X	
Commissioner Klicka		X
Commissioner Starr	X	
Commissioner Tenuta		X
Commissioner Massie	X	
Commissioner Murphy	X	
Motion passed		

Open session was reconvened at 8:48 p.m.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

None

ADJOURNMENT

There being no further business to discuss Commissioner Starr moved to adjourn the Regular Meeting at 8:49 p.m.; seconded by Commissioner Massie and carried by unanimous voice vote.

Respectfully Submitted,

William J. Starr, Secretary