

APPROVED

REGULAR BOARD MEETING

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, September 24, 2014 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00p.m. On roll call, the following officers and commissioner were present:

Steve Kurka
Raymond Massie
Bill Starr
Susan Walsh

Administrative Staff:

Greg Kuhs, Executive Director
Lee Howard, Financial Advisor
Cathy Miller, Director of External Affairs
Brett Barcel, Director of Golf Operations
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services & Human Resources

Professionals:

Tom Hoffman, Attorney
Dave Esler, Esler Golf Design
Jeff Zurlinden, Nicholas & Associates
Dave Phillips, Speer Financial, Inc.
John Green, Groundwork, Inc.

Visitors:

Mike Murphy

CHANGES OR ADDITIONS TO AGENDA

Executive Director Kuhs recommended Item A under Approval Items be removed and suggested to be placed on upcoming October agenda.

Commissioner Walsh wanted to talk about the Budget and Appropriations of 2014 Capital Projects and Board Policies Manual.

Attorney Tom Hoffman explained a recent Attorney General's opinion in 2014 which stated an item not on the agenda can neither be discussed or acted upon.

Commissioner Walsh requested that the topic of Board Policy Manual be added to the next regularly scheduled Board meeting on October 15th.

President Kurka made a motion to remove Item A under Approval Items.

Motion carried by unanimous voice vote.

Further discussion occurred regarding Budget and Appropriations for Capital Projects.

President Kurka clarified that changes to the agenda were approved.

APPROVAL OF THE AGENDA

PUBLIC HEARING

President Kurka stated the purpose of the Bond Issue Notification Act public hearing was to receive public comment on the proposals to sell General Obligation Limited Tax Park Bonds in an amount not to exceed \$2,850,000, the proceeds of which will be used for the building, maintaining, improving and protecting of the District parks and facilities, to refinance certain current obligations and for the payment of costs of issuance.

Commissioner Walsh asked for clarification on details of the proposal and Dave Phillips, Speer Financial, Inc. along with Lee Howard provided the clarification. Commissioner Walsh also was concerned the prior modeling for proposed Bond Issue was lower than the \$2,850,000 figure. Dave Phillips and Lee Howard again addressed her concerns.

No public comments.

Motion by Commissioner Massie, seconded by Commissioner Starr to adjourn the Public Hearing.

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

Motion carried.

Dave Phillips of Speer Financial, Inc. provided details of the sale and next steps and answered several clarification questions. Lee Howard also answered several clarifications questions.

APPROVAL OF THE MINUTES

Commissioner Starr motioned to approve the minutes of the August 27th regular board meeting; seconded by Commissioner Massie.

Discussion: Commissioner Walsh suggested a change to Page 17, Ratification of Accounts Payable Third paragraph -- wherever it says "voucher list", change to "check number".

Commissioner Starr motioned to approve the minutes of the August 27th regular board meeting as amended; seconded by Commissioner Massie.

Motion carried by unanimous voice vote.

Commissioner Massie motioned to approve the minutes of the September 9th special board meeting; seconded by Commissioner Starr.

Discussion: Commissioner Walsh suggested a change Page 27, under third bullet attributed to Commission Walsh---Replace first sentence to read "Couldn't find where leases were approved in any of the minutes".

Commissioner Walsh suggested a change Page 28, under Commissioner Massie, add second bullet point to read "Executive Director Kuhs stated he believes that all utilities for Green & White clubhouse are paid for by Mt. Prospect Park District".

President Kurka stated the amended motion to approve the minutes of the September 9th special board meeting.

Motion carried by unanimous voice vote.

PUBLIC COMMENT

None

PARKS FOUNDATION

None

FINANCIAL ADVISORS REPORT

Lee Howard, Financial Consultant explained how the error in voucher and check register occurred last month.

Discussion: Commissioner Starr stated the written explanation provided in the packet was sufficient.

Commissioner Walsh asked for clarification on refunds and details of who received them. Executive Director Kuhs suggested this might be easily provided once the new accounting system is in place.

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

Discussion:

- Discussion about rental of the grill at the GC and Community Center expenses.
- Discussion about deficit from lost revenue of golf course closure.

RATIFICATION OF ACCOUNT PAYABLE

Commissioner Starr moved to ratify accounts payable disbursement for check numbers 170079 through 170368 in the amount of \$2,165,974.81; seconded by Commissioner Massie.

Discussion: Commissioner Walsh inquired about refunds not being in summary by fund. Lee Howard explained it is in a different system and the procedure for refunds.

Commissioner Walsh inquired about two missing check numbers and Lee Howard stated it was probably a manual check – additional research would have to be done to verify what occurred.

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

Motion carried.

RATIFICATION OF PAYROLL

Commissioner Massie moved to ratify payroll for 8/4/14 through 8/29/14, check 212210 through 213519 for amount of \$385,298.31; seconded by Commissioner Starr.

Discussion: Commissioner Walsh inquired about number of people being on Workers Comp. Executive Director Kuhs answered that he did not see this as being relevant and may not be allowed. Further discussion concerned the total number of Full Time employees.

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

Motion carried.

EXECUTIVE REPORT

Executive Director Greg Kuhs, explained

- Earlier today at the NWSRA Board of Trustees meeting, there were four items approved coming from the Special Recreation Fund:
 - New entrance doors at RecPlex as part of the gym floor project
 - Purchase of new adaptive fitness equipment
 - Reimbursement of \$132,000 for playground equipment at Dara James
 - Reimbursement of \$226,927 for making new golf course cart paths and range tees ADA accessible. Groundwork Inc. helped identify the reimbursement for these improvements. John Green, Groundwork Inc. explained that the Mt. Prospect Golf Course will be one of the first golf courses to be fully accessible to all parts of the course.
- He is arranging a time for Tracy from NWSRA to attend an upcoming meeting to provide an overview of NWSRA.

Discussion: Commissioner Walsh inquired about the DCEO grant for Einstein Park changing. Executive Director Kuhs explained he contacted the grant administrator who suggested that changing the grant funds (originally in 2009 intended for Prospect Meadows) to Einstein was not a wise thing to do – suggested that the DCEO grant funds be used to reimburse the park district for some of the expenses for the Propsect Meadows project. He clarified that the OSLAD grant for Einstein Park is still in play.

Further discussion about sharing a full time Mechanic with River Trails Park District. An Intergovernmental agreement may be brought to the board in the near future.

Commissioner Starr asked about Special Leisure Services event and Executive Director Kuhs explained that it is basically a fund raising event.

UNFINISHED BUSINESS

A. GOLF COURSE RENOVATION UPDATE

Greg Kuhs, Executive Director turned it over to Jeff Zurlinden, Nicholas & Associates who provided an update on the Golf Course project.

Highlights included:

- The process of seeding is the last step and 3 or 4 holes are completely seeded
- Cart paths and service road are pretty far along
- Netting is pretty much completed; Fertilizer building still needs to be moved
- Large drainage will be completed this weekend
- Seeding schedule is behind and depending on weather-contractor will work this weekend

Discussion of seeding continued and how weather impacts the germination process.

NEW BUSINESS

A. Recommended re-allocation of Capital Funds – Purchase of Trackless Snow Removal Unit (Discussion & Potential Action)

Greg Kuhs, Executive Director explained:

After reviewing 3 or 5 year lease for this piece of equipment, lease terms were not favorable and staff is recommending re-allocation of existing Capital Funds.

Executive Director Kuhs answered several clarification questions.

MOTION

Commissioner Massie motioned to approve the re-allocation of Capital Rollover Bond Funds as follows: \$36,000 of the Fund 91 balance toward the purchase of a Remanufactured Trackless Snow Removal Unit and \$17,000 from the Park Improvements line item toward the purchase of a remanufactured Trackless Snow Removal Unit, seconded by Commissioner Starr.

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

Motion carried.

B. Schedule Special Board Meeting – Capital Projects/Improvements & Proposed Personnel Manual Revisions & Updates

Greg Kuhs, Executive Director explained:

Wednesday, October 8th @ 6pm would be the suggested date and there may be some additional agenda items including the proposal for the truck purchase and adoption of the Ordiancne related to this item. He further explained there is two agreements between MWRD and Shell Company to allow a pipeline to go through the Cup site. These agreement will also be presented for Board ratification.

President Kurka called for the Special Board Meeting on Wednesday, October 8th @ 6pm Central Community Center to discuss Capital Projects/Improvements, proposed Truck Purchase ratification of the MWRD agreements with Shell regarding the Cup site and Proposed Personnel Manual Revisions & Updates.

C. Approval of Leases/Contracts (Discussion)

Greg Kuhs, Executive Director suggested this draft policy be postponed to a future meeting.

D. Purchasing Policies & Procedures (Discussion)

President Kurka suggested this policy be covered at the same time as the Approval of Leases/Contracts.

APPROVAL ITEMS

A. Approval of Purchase - Ford F-250 & Ford F -350 Trucks (rescheduled for future meeting)

B. Approval of Purchase - Trackless Snow Removal Unit – EJ Equipment

Motion by Commissioner Starr to approve the purchase of a Remanufactured Trackless MT5, Power Angle Sweeper with a 51” Snow Blower W/Sidewalk Chute from EJ Equipment for a total cost of \$75,931, seconded by Commissioner Massie.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Doherty			X
Commissioner Kurka	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Massie	X		
Commissioner Tenuta			X
Commissioner Walsh	X		
Motion carried.			

ADOPTION ITEMS

ADOPTION OF ORDINANCE NO. 701: AN ORDINANCE AUTHORIZING AND DIRECTING THE DESTRUCTION OF VERBATIM AUDIO RECORDINGS OF CERTAIN CLOSED SESSION MEETINGS OF THE BOARD OF PARK COMMISSIONERS OF THE MT. PROSPECT PARK DISTRICT.

Discussion: President Kurka inquired if this is a routine every six months and Executive Director Kuhs responded no but periodically.

Commissioner Walsh inquired if/when she would have seen these minutes. Executive Director Kuhs responded at prior meetings/closed session meetings and they may or may not have been approved for release to the public.

Commissioner Starr asked if there was already a policy for destruction of these records already in place. Attorney Hoffman explained that there is not an articulated policy.

Commissioner Walsh inquired how closed session minutes are approved. Executive Director Kuhs answered that every six months the Board is presented with closed session minutes for approval. Attorney Hoffman recommended that it is a better practice to approve at the subsequent regular meeting.

Commissioner Walsh motioned to table the adoption of Ordinance No. 701, seconded by Commissioner Massie.

Motion carried by unanimous voice vote.

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Walsh stated the need for a Park Board Manual and Executive Director Kuhs responded it is being worked on.

ADJOURNMENT

At 9:38pm, Commissioner Starr motioned to adjourn, seconded by Commissioner Massie. Motion carried by unanimous voice vote.

Respectfully submitted,

William J. Starr