

APPROVED

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, November 18, 2015 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
Lisa Tenuta
Ray Massie
Mike Murphy
Bill Klicka

Administrative Staff:

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

Professionals:

Tom Hoffman, Attorney
Lee Howard, GAI
Brad O'Sullivan, GAI

Visitors:

Huazcar Lozano & family
Louis Goodman
John & Maura Reschke
Bill Kaempfe

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr motioned to approve the agenda; seconded by Commissioner Tenuta and carried by unanimous voice approval.

APPROVAL OF MINUTES:

Commissioner Starr motioned to approve the minutes for the Special Board Meeting, October 21, 2015; seconded by Commissioner Klicka.

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.

Commissioner Massie motioned to approve the minutes for the Regular Board Meeting, October 21, 2015; seconded by Commissioner Tenuta.

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.

President Kurka on behalf of the Mt. Prospect Board of Commissioners presented **Mr. Huazcar Lozano** with the **“Above & Beyond Award of Excellence”** certificate for meeting and exceeding the Mt. Prospect Park District’s highest standard of service to the community.

Public Comment

Louis Goodman talked the pros & cons about the article in the paper concerning the Community Band.

John Reschke (Mt. Prospect resident and band member over 35 years with the Community Band) and Bill Kaempfe (Mt. Prospect resident and band member 33 years with the Community Band) spoke on behalf of the Mt. Prospect Community Band and stated:

- There were a lot of things in the press about the band and we are embarrassed about the publicity that the band has gotten.

- Thrilled that the Park District and Village has given their solid support to the band to continue on.
- Currently working on getting names of qualified individuals to lead the band in the coming years.
- We will build the band up and do appreciate all the support from the park district, it will happen - we have the energy and the vision; we will continue on.
- It was an unfortunate situation - nowhere in the world an organization would tolerate that kind of behavior from a band director; so now we move on.

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 Commissioners asked questions about the revenue of the pools, recreation programs, expenditures of programs and the golf course concessions (advantages of being open or closed in the off times), talked about staffing for concession.

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

- Successful Cabaret night last Saturday - over 75 people attended. Great entertainment everyone enjoyed themselves.
- The Veteran's Day breakfast was well received; renewed interested in the brick sales; and the police luncheon was also appreciated.

Commissioner Starr (on behalf of the Veterans) thanked the Foundation and staff again for such a wonderful Veterans Ceremony & breakfast.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka motioned to ratify October Account Payable checks and EFT's in the amount of \$4,089,957.30 as listed on the October Check Registers; seconded by Commissioner Tenuta.

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 Klicka motioned to ratify October Payroll checks and Direct Deposits in the amount of \$318,177.43 as listed on this report; 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.

EXECUTIVE REPORT

Executive Director Greg Kuhs reviewed the following items:

- Einstein Playground is now open and receiving positive reviews; grand opening of the Einstein Playground will be in the spring of 2016. Commissioner Massie asked about the vandalism at the park and Director Jarog explained what was vandalized.
- Pavement improvements are completed for the year.
- Good weather has resulted in strong golf course numbers for the fall season.
- Staff is exploring potential partnerships with Illinois Soccer Association, Green White Soccer and other soccer organizations.
- New format beginning in January for swim lessons in effort to avoid canceling classes and make registration easier. Aqua fitness classes running are smoothly.
- New fitness equipment has been delivered to RecPlex & CCC.
- Winter Brochure 2015/2016 scheduled to be mailed out November 23rd.
- Six holiday themed ads will be appearing in the Mt. Prospect Journal.
- MPTV filmed inside the Park which highlights 60 years of recreation in the park district.
- NWSRA/SLSF Luncheon on December 9, 2015 need to make reservations.
- IAPD/IPRA State Conference-January 29-30, 2016 please let us know.

The Board discussed the proposed meetings dates for 2016 and suggested changes to two dates that had conflicts.

UNFINISHED BUSINESS

A. Big Surf Renovation-Potential Selection of Firm

Executive Director Kuhs

1. FGM's proposal/agreement was provided in the board packet for review.
2. FGM has included the Programming, Concept Planning, Estimating and the Feasibility study in the proposal. The attorney reviewed the agreement and is fine with the agreement.

Commissioner Starr asked about the budget responsibility for the project from FGM proposal/agreement. The Board talked about having several designs (options) for discussion and eventually the Board would decide on the direction the district wishes to go. Tom Hoffman (for clarification) also explained how he interpreted portions of the agreement. Executive Director Kuhs distributed a document from FGM which showed the budget and actual bids/construction costs from some of their recent aquatic facility projects.

Motion

Commissioner Doherty motioned to approve the agreement for facility planning and feasibility study with FGM Architects for Big Surf Wave Pool and allows the Executive Director to execute said agreement; seconded by Commissioner Starr.

<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.

NEW BUSINESS

A. Recommended Personnel Manual Updates

Director Kurcz reviewed with the Board the proposed draft changes to the Full Time Employee Benefits Manual and the Part Time IMRF Benefits Manual.

Discussion: The Board had many questions on the proposals for part time IMRF overtime hours; Pt/Ft-vacation section and holiday section and how the hours should be handled.

The Board's recommendation: to do a comparison and tally the hours (PT-IMRF) for overtime worked (during a holiday etc.); the pros & cons of changing the policy for the staff that can't work on a holiday (due to PT/IMRF hours) now and present the findings to the Board at the December meeting.

Motion

Commissioner Tenuta motioned to table the Personnel Manual Updates discussion for next month; seconded by Commissioner Starr.

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

Motion passed.

B. Agreement with Governmental Accounting Inc. for 2016

Executive Director explained that GAI has been providing accounting and financial service for MPPD for a number of years. Over the past few years there have been a number of technological changes to the accounting, payroll and financial processes in how the district operates and staff recommends the Board approve the one year contract for GAI.

Motion

Commissioner Starr motioned to approve the one year agreement between Mt. Prospect Park District and Governmental Accounting Inc. as presented effective date of January 1, 2016; seconded by Commissioner Massie.

Discussion: None

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

Motion passed.

C. Proposal for Audit Services-FY 2016-FY2016-FY2017-Knutte & Associates

Executive Director Kuhs explained the district is required by law to have an outside firm conduct an annual audit (Comprehensive Annual Financial Report) at the end of each fiscal year. Staff and GAI have been pleased with the services Knutte & Associates has provided and their fees have been fair.

Motion

Commissioner Massie motioned that Mt. Prospect Park District engage Knutte & Associates P.C. to provide annual audit services and the creation of a Comprehensive Annual Financial Report for the Mt. Prospect Park district per their engagement ;letter dated October 16, 2015, at the following costs: **FY 2015-** \$21,500; **FY 2016-**\$22,000; **FY 2017-**\$22,500; seconded by Commissioner Klicka.

Discussion: None

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

Motion passed.

D. Golf Outings-2016

Executive Director Kuhs explained the background of the shotgun golf outings. Brett Barcel, Director of Golf Operations reviewed the policies and pricing of the previous years of other Shotgun Outings and presented three options to discuss with the Board for 2016. After Board's discussion, Brett's recommendation was option two-Eliminate all non Mt. Prospect Golf Club shotgun outings as our facility is not conducive to this type of outing and we lose revenue by running them. Instead-we commit to and promote being a daily fee, pass play open access course. The few golf course and park district affiliated outings would continue to be offered i.e. the Becker Club Championship, MP Chamber of Commerce, MP Invite, NWSRA-SLSF (every other year and the Hardest Day of Golf.

The Board also discussed golfers understand that "Special Outings" would not be included in the "Pass fees"; pros & cons on not using the tent for 2016 and using the club house and the veranda to accommodate the outings.

Motion

Commissioner Doherty motioned to accept option number two for golf outing in 2016 and not put up the tent for 2016; seconded by Commissioner Massie.

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

Motion passed.

E. Selection of IAPD Annual Meeting Delegate

Motion

Commissioner Tenuta motioned to appoint the Executive Director Kuhs as the delegate for the Annual IAPD meeting in January 2016; seconded by Commissioner Murphy.

Discussion: None

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
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. Acceptance/Rejection of Bids for Youth Baseball & Softball Uniforms 2016-TLK, Inc.

Executive Director Kuhs explained bid packets were sent to 15 companies with three companies submitting bids

Discussion: None

Motion

Commissioner Starr motioned to acceptance of the bid submitted by TLK Marketing and Sports for 2016 Youth Baseball & Softball uniforms in the amount of \$41,408.65, and to also allow for a 10% contingency based on unity pricing to allow for program growth; seconded by Commissioner Tenuta.

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

Approved 11-18-2015
Regular Board Minutes

Commissioner Massie X
Commissioner Murphy X
Motion passed.

B. Approval of Capital Projects/Improvements List-FY 2016

Executive Director Kuhs explained the capital projects/improvement list has been updated by staff, primarily reducing dollars from the Paving & Lighting Fund and increasing the dollars in the Capital Funds; significant changes, if any, to this tentative project list which in the future may need to be altered due to changed circumstances or unforeseen needs which would be brought to the attention of the Board prior to implementation where possible.

Motion

Commissioner Massie motioned to approve the attached list of Capital Projects/Improvements for Fiscal Year 2016; seconded by Commissioner Tenuta.

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

Motion passed.

ADOPTION ITEMS

Lee Howard, GAI did a quick review of the following:

- A. Adoption of Ordinance No. 721:** An Ordinance levying taxes for all corporate purposes, for bonds redemption and interest retirement, for establishing and maintaining recreation programs, for the payment necessary to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against liability, property damage or loss, for Conservatory fund expenses, for a Paving and Lighting Fund, and for Special Recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2015 and ending the thirty-first day of December, 2015.

Attorney Tom Hoffman suggested including the summary of taxes in the motion.

Motion

Commissioner Doherty motioned to approve Ordinance No. 721 : An Ordinance levying taxes for all corporate purposes, for bonds redemption and interest retirement, for establishing and maintaining recreation programs, for the payment necessary to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against liability, property damage or loss, for Conservatory fund expenses, for a Paving and Lighting Fund, and for Special Recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2015 and ending the thirty-first day of December, 2015; the summary of taxes levied as follows: **Corporate-** \$2,170,408; **Bonds & Interest-**\$2,960,802; **I.M.R.F.-**\$780,000; **Social Security-** \$344,000; **Liability-**\$602,000; **Recreation for the Handicapped-**\$571,696; **Paving & Lighting-**\$71,462; **Recreation-**\$1,434,923; **Conservatory-**\$714,620 with the **total amount levied-**\$9,649,911; seconded by Commissioner Murphy.

Discussion: None

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

Motion passed.

- B. Adoption of Ordinance No. 722:** An Ordinance abating the tax heretofore levied for the year 2015 to pay principal and interest on \$4,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2009, of the Mt. Prospect Park District, Cook County, Illinois

Motion

Commissioner Massie motioned to approve Ordinance No. 722: An Ordinance abating the tax heretofore levied for the year 2015 to pay principal and interest on \$4,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2009, of the Mt. Prospect Park District, Cook County, Illinois; seconded by Commissioner Tenuta.

Discussion: None

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

Motion passed.

- C. Adoption of Ordinance No. 723:** An Ordinance abating the tax heretofore levied for the year 2015 to pay interest on \$3,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2011 B, of the Mt. Prospect Park District, Cook County, Illinois.

Motion

Commissioner Murphy motioned to approve Ordinance No. 723: An Ordinance abating the tax heretofore levied for the year 2015 to pay interest on \$3,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2011 B, of the Mt. Prospect Park District, Cook County, Illinois; seconded by Commissioner Klicka.

Discussion: None

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

Motion passed.

- D. Adoption of Ordinance No. 724:** An Ordinance abating the tax heretofore levied for the year 2015 to pay interest on \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2014 A, of the Mt. Prospect Park District, Cook County, Illinois.

Motion

Commissioner Starr motioned to approve Ordinance No. 724: An Ordinance abating the tax heretofore levied for the year 2015 to pay interest on \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2014 A, of the Mt. Prospect Park District, Cook County, Illinois; seconded by Commissioner Klicka.

Discussion: None

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Kurka	X		

Approved 11-18-2015
Regular Board Minutes

Commissioner Doherty X
Commissioner Klicka X
Commissioner Starr X
Commissioner Tenuta X
Commissioner Massie X
Commissioner Murphy X

Motion passed.

- D. Resolution No. 725:** A Resolution providing the possible reduction of Levy and assessment of taxes for the Mt. Prospect Park District, Cook County, Illinois for the fiscal year beginning January 1, 2015 and ending December 31, 2015.

Motion

Commissioner Tenuta motioned to approve Resolution No. 725: A Resolution providing the possible reduction of Levy and assessment of taxes for the Mt. Prospect Park District, Cook County, Illinois for the fiscal year beginning January 1, 2015 and ending December 31, 2015; 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.

Comments/Matters from Commissioners

Commissioner Starr thanked everyone involved with the Veteran Day ceremony.

Adjournment

Commissioner Starr motioned to adjourn the meeting at 8:57 p.m.; seconded by Commissioner Tenuta and carried by unanimous voice approval.

Respectfully submitted

William J. Starr

