

Approved Regular Board Meeting Minutes

A regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 15, 2014 at Central Community Center Facility of said Park District.

President Doherty called the meeting to order at 7:00 p.m. On roll call, the following:

Commissioners were present:

Tim Doherty
Bill Starr
Ray Massie
Susan Walsh

Administration Staff:

Greg Kuhs, Executive Director
Lee Howard, Financial Advisor
Cathy Miller, Director of External Affairs
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
Teri Wirkus, Executive Professional Compliance Manager
Jeff Langguth, Head Professional

Professionals:

John Green, Groundwork, Inc.
Nick Paponicholas, Nicholas & Associates

Visitors:

Ken Orms
Jeff Everett
John Petrie
Robert Kawalek
Chas. Wetterling

CHANGES OR ADDITIONS TO AGENDA

Commissioner Walsh requested to add: Volunteer to get a committee together for the Leahy Circle and Einstein Park (under New Business). Commissioner Starr requested an update on the Cup Site (under Unfinished Business).

Commissioner Starr motioned to approve the Agenda as amended;
seconded by Commissioner Walsh and carried by unanimous voice approval.

APPROVAL OF MINUTES

Discussion: Commissioner Walsh had corrections to the minutes and a discussion about the minutes and what should be amended.

Motion: Commissioner Walsh motioned to add the summary comments from Mr. Kawalek and amend the December 18, 2013 minutes; seconded by Commissioner Massie and carried by three voice votes' yes and one voice vote no.

PUBLIC COMMENT

None

PARKS FOUNDATION

Director of External Affairs, Cathy Miller:

- The January meeting was cancelled due to extreme weather conditions. The next meeting will be February 5, 2014 at 6:30p.m.; Board Room at CCC.
- All are welcome and looking for new members.

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Consultant

- Reviewed the prior fiscal year departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities. The district did very well on budget for fiscal year 2013.
- Commissioner Walsh asked if the net totals (departmental expenses) would be represented on the Treasurer report; the name of the bank; total of the petty cash account; name of the investment account and year to date interest rate. Lee Howard will look into the request.
- The rentals in the Treasures Report include: primarily golf cart rental, pull cart rental, golf club rental and locker rentals.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Starr motioned to ratify payment of accounts payable for the month of December 2013 for check numbers 167804 through 168128 in the amount of \$758,157.22; 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.

RATIFICATION OF PAYROLL

Commissioner Starr motioned to ratify payment of the salaries and wages for 12/04/13, 12/18/13, 12/31/13, check numbers 205329 through 206390 in the amount of \$422,596.86; 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.

EXECUTIVE REPORT

Greg Kuhs, Executive Director reviewed and informed the Board on the following items:

- Dog Park informational meeting was held on January 9 and approximately 60-70 people attended. Staff from both districts attended. A copy of the press release (concerning naming of the dog park) was handed out to the Board and an article from the Journal. Both districts will be meeting in the future.
- Youth baseball/softball registration will be taking place in January. Adult basketball leagues, gymnastics etc. are scheduled to begin in mid-January.
- Payroll Time Keeping System - working on data gathering process of current employee's data and payroll processes.
- Concealed Carry law - signage (no guns allowed) has been posted at parks and facilities
- Parks Department has done a great job dealing with the extreme weather.
- In the process of collecting information on the proposed Leahy Park, (options whether to keep the park on Com Ed property or move the park onto MPPD property). Possible agenda item for February. Commissioner Starr: would like to see the demographic of the area. Commissioner Walsh: suggested putting together a Committee to get input from the residents; in support of a new playground but asked the current condition of Leahy; possible to keep the original playground and build a new park. Jim Jarog, Park & Planning Director: Leahy Park is the oldest playground in the district; equipment is very old (bad shape) and needs to be replaced.
- IAPD/IPRA State Conference will be held on January 23-25 at the Hyatt Regency in Chicago. Commissioners Kurka, Massie, Starr and Walsh will be attending.

Discussion:

- Commissioner Starr: requested information about the program for the deceased veteran's certificates (PSA'S MPTV). Cathy Miller, Executive Director for the Foundation: Jerry Clauser researches the veteran's that have passed; honors them with a certificate and salutes (the flag is raised and lowered by the band shell). Jerry Clauser will be honored at the Celestial Celebration. Commissioner Walsh: young widow was so moved that this was done for her husband and stated this is nice thing.

UNFINISHED BUSINESS

A. Golf Renovation update: John Green, Groundwork Inc. and Nick Papanicholas, Nicholas & Associates provided a status update:

- Nick Papanicholas: Phase One Schedule: advertisement for bids has been published in the newspaper and emails notifying prospective bidders will distributed next week; Bid specifications and documents will be available on January 24th ; mandatory pre-bid meeting will be held on January 30th to reviews instructions with bidders and answer questions about the project; bids are due by February 12th at 1p.m. and bid opening will take place in the board room at Central Community Center; bids will be reviewed and recommendations to the administration will be completed by February 19th; bid

recommendations will be submitted to the board at the February 26th Board Meeting.
Phase II: Esler working on design development documents/construction documents;
submitting to Nicholas & Associates for review (budgetary purposes-continues process).
Phase I: in for permitting with the Village of Mt. Prospect & MWRD.

- John Green, explained which parts of Phase II have been moved to Phase I: detention pond has been brought to Phase I (holes 3, 4 & 5); makes the piping (drainage) and the berm easier to work on and more cost effective. Construction for maintenance facility is still confined in Phase I. Commissioner Walsh: the location of the detention pond. Green: on the north side of the creek only. Dave Esler is still working on the overall plans of the entire development. Commissioner Starr: any plans to move the green farther away from the maintenance building & employee parking. Green: there is parking south of the building (visitor parking) and employee parking is north of the tree; the green for hole 4 is being moved east. The plan is still being worked on. Commissioner Walsh: concerned about going ahead and not knowing what Phase II will cost; like to have Special Meeting to review the bond schedule; prove that the district can afford the course and discuss the total plan for the future; requested to do an email blast to residents for a Special Meeting (Speer Financial return to discuss the bond schedule & payment schedule). Lee Howard: explained to the Board about short term and long term debts (bonds) and repayment. Executive Director Kuhs: we could ask Speer Financial to come back. Commissioner Massie: would like to see the actual numbers too.

- Nick Papponicholas, Nicholas & Associates: President Doherty: would like Nicholas & Associates to have cost estimate figures (from Esler Design) by the February board meeting. Commissioner Starr: it is important to get figures for Phase II before awarding bids for Phase I; Nick Papponicholas: Phase II will be going out to bid in April; we should keep the bid schedule; the board could take action on the bids at the March meeting but it will push back Phase I (more overlap with Phase I & II); Feb & March is good time to bid (contractors get booked fast). President Doherty: suggested keeping the time frame; get figures (cost estimates); Nicholas & Associates plan to present information to the board at February meeting; Commissioner Walsh: vote on bids at the March meeting not the February meeting (to get a better overall picture of finances and plans). Commissioner Starr: agrees that voting in March on Phase I after they receive more information on the project makes sense; have a Special Meeting about finances; what new projects (golf, pools & playgrounds); what the district could afford. Commissioner Massie: agrees with Commissioner Starr about a Special Meeting on finances. President Doherty: will talk with the commissioners to set up a special meeting before the regular board meeting.

- John Green, Groundwork: get as much information before the February meeting; keep the timeline the same even if you are not going to vote on Phase I in February.

Discussion

The following individual addressed the Board:

Robert Kawalek

- Asked at a previous meeting if all options are on the table: President Doherty stated yes until we see all the final bids there could be changes (stands by what he stated before).
- Where to find Phase I/II documents; differences between the Phases: Documents located on the website; Phase I-maintenance facility & Phase II-the golf course.
- Are bid documents available for public review: documents can be reviewed at Nicholas & Associates office in Mt. Prospect.
- Schedule on the website: it is already on the website.
- Would like to see more information on the whole project.

Commissioner Walsh: would like an aerial view of the Golf Course; hole by hole information; email blast to everyone about the next meeting. President Doherty: Esler Design will be presenting a hole by hole information; email blast to the residents (Golf Course email list) and add information in the next email newsletter. Commissioner Starr: he represents the people; encourages residents to come to board meetings. Commissioner Walsh: suggested a review of email blast procedure to notify residents about meetings. Commissioner Starr: public wants to know about green fees; and if the golf course project will effect taxes.

Discussion

The following individual addressed the Board:

Ken Orms

- Agrees that the district should do another email blast so no one can say they didn't know about the meetings.
- Asked about the long and short term debt and how the debt is paid: Commissioner Doherty explained long and short term debt; Capital projects, paying off the long term debt. Lee Howard also explained long and short term debt (upcoming Special Meeting will review the finances again).

Commissioner Starr: another massive email blast to get interested residents on the golf email list; add the Special Meeting date in the massive email blast. Commissioner Doherty: reiterated the project is not final; there could be changes (additions or subtractions) depending on the bids; looking at ways to bring costs down.

B. Tentative Budget and Appropriation-FY 2014

President Doherty updated the Board the following:

- On display at the Libraries and the Senior Center.
- B/A will be voted on in March.
- On the Agenda in February again.

C. Cup Site (tollway) update:

- Meeting with MWRD about the removal of the soil at the Cup Site.
- Waiting to hear back from MWRD on the changes (comments) about the agreement concerning a certain clause to be modified or removed.
- Commissioner Starr asked about potential use for the land; to secure the land: the district extended the original lease for the site; reason for the meeting with MWRD to proceed with development.
- President Doherty asked about the dirt from the two hills at the Cup site: Jim Jarog explained what is involved about the removal; the schedule from the state (working with MWRD). There will be an update at the next meeting following the MWRD meeting.

NEW BUSINESS

A. Golf Pass Fees 2014-2015

- Greg Kuhs, Executive Director: staff has provided recommendations for Passes, Permanent Tee Times, Outings, Tournaments and lessons.
- President Doherty recapped passes purchased in 2014 would also be good 2015 season.
- MPGC would hold the Foundation Outing tournament in June 2014.
- No permanent tee times due to construction.
- Commissioner Starr explained the staff has been in communication with other park districts-working on options for reduced green fees. We should let the residents know as soon as these arrangements are approved by other park districts.

Discussion

The following individual addressed the Board:

Chas. Wetterling

- Asked about the two year pass and tee time: Brett Barcel explained there won't be permanent tee times because of construction; eliminates constant refunds; explained how tee times are scheduled; accommodate the residents as best as possible; explained how outings/tournaments are scheduled in 2015; not planning to add new outings from what has been normally held in previous years.

Motion:

Commissioner Massie made a motion to approve the staff recommendation on the golf fee structure and the permanent Tee times for 2014-2015; seconded by Commissioner Starr.

Discussion

Commissioner Walsh: would like to vote on the motion next month; send out the staff recommendation to the leagues; people with passes; to receive input from the residents.

Brett Barcel: explained if we go another month then the residents will be looking/asking for information about passes and tee times for the coming season.

The following individual addressed the Board:

Ken Orms

- Feels that the motion should be passed going on the good judgment of the golf staff.
- Confident that the staff will be sensitive to the resident’s needs.
- This golf staff is professional people - let them do their job. If they mess up, the golfers will tell them.

Commissioner Walsh: requested the special meeting agenda be included in the golf section of the website along with the Agenda section.

<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. Health Insurance Opt-out Provision

- Barry Kurcz reviewed the details of the Health Insurance Opt-out proposal.
- Information in the board packet from the Public Salary website was presented showing what other local governments offer for Health Insurance Opt-out provisions.
- If an employee is interested in participating in the opt-out, they would need to provide us with proof that they have other health insurance.
- If one employee opts out; the district would save money.

Discussion

Commissioner Walsh and Barry Kurcz had a discussion about the 30 hours per week (full-time equivalent) provision in the Affordable Care Act; full time and part time hours; discussion about Affordable Care Act; and how the measurement period worked. Commissioner Starr: asked if there would be a huge saving. Barry Kurcz and President Doherty (whose company offers this option) both stated you can't lose. Lee Howard: explained how the health care works; gave an example family with both parents having health insurance at separate companies.

Motion:

Commissioner Starr motioned to approve the staff recommendation for the Health Insurance Opt Out; seconded by Commissioner Massie.

<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			

Discussion

There was a discussion/question as to if any employee lost their insurance due to less hours; the answer was no because they never had insurance in the first place. The district did reduce hours of some employees who were working over 30 hours a week to help manage the potential for increased health insurance costs. Commissioner Walsh thinks that this was a shame that this affected these employees.

C. Audit Firm Discussion

- Greg Kuhs, Executive Director explained that the District currently has an existing agreement with Knutte & Associates to complete our Comprehensive Financial Reports through the Fiscal Year 2014. He recommends the park district defer further discussion on auditing firms until the completion of the Fiscal Year 2014 audit.

Discussion

President Doherty stated that when contracts are to be renewed that the information should be presented to the board first. Executive Director, Greg Kuhs is currently working on policy/procedure for renewals of contracts. Commissioner Walsh would like to have a

discussion on the procedure/policy for signing contracts (ex. Audit firm). Lee Howard and Commissioner Walsh discussed expenses and billing of our Audit Funds for this year.

D. Playground Committee for Leahy Circle Playground

Greg Kuhs, Executive Director: resident committees are formed in the neighborhood the park will be in. (to get input & ideas from the neighborhood); first need direction from the Board as to if we want the playground equipment to remain in its' current location (within the Com Ed easement, or move the playground onto park district property. President Doherty: in the past when new playground equipment is scheduled for replacement, the parks & planning staff distribute fliers in the neighborhood for residents to come to a committee meeting; prior to this we need to determine where the playground equipment should be located then move forward. The Leahy Circle Playground will be on the Agenda for next month. Commissioner Walsh: would like to head the committee.

Motion:

Commissioner Massie made the motion to adjourn to closed session to discuss:
SECTION 2(c)(21):DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF MINUTES OR SEMI-ANNUAL REVIEW OF THE MUNUTES AS MANDATED BY SECTION 2:06.

SECTION 2(c)(1):PERSONNEL-TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF ONE OR MORE SPECIFIC EMPLOYEES OF THE PUBLIC BODY

Seconded by Commissioner Starr and carried by unanimous voice approval.

RECONVENE TO OPEN SESSION

Open Session was reconvened at 10:28 p.m.

ACTION, IF ANY, ON MATTERS DISCUSSED IN CLOSED SESSION

APPROVAL OF MINUTES REVIEWED IN CLOSED SESSION

Commissioner Massie makes a motion to approving the following closed session minutes:

7/24/13 (Section 2c(21) Semi-annual review of Closed Session Minutes),

8/28/13 (Section 2c(1) Personnel),

12/18/13 (Section 2(c)(11) Probable Litigation and Section 2c(1) Personnel).

Seconded by Commissioner Starr; and carried by unanimous voice approval.

APPROVAL TO RELEASE CLOSED SESSION MINUTES, IF ANY
Commissioner Massie makes a motion to approve the release of the following Closed Session minutes since these minutes no longer require confidential treatment to protect the public interest or the privacy of an individual, and thus should be made available for public inspection.

7/24/13 (Section 2c(21) Semi-annual review of Closed Session Minutes),

8/28/13 (Section 2c(1) Personnel)

Seconded by Commissioner Walsh; and carried by unanimous voice approval.

APPROVAL TO NOT RELEASE CLOSED SESSION MINUTES, IF ANY
Commissioner Massie makes a motion to not release of the following Closed Session minutes as the need for confidentiality still exists as to these minutes:

April 25, 2012 (Section 2c(1) Personnel) and Section 2(c)(11) Probable Litigation)

May 23, 2012 (Section 2(c)(11) Probable Litigation)

March 20, 2013 (Section 2c(1) Personnel)

April 24, 2013 (Section 2c(1) Personnel)

December 18, 2013 (Section 2(c)(11) Probable Litigation and Section 2c(1) Personnel)

Seconded by Commissioner Starr; and carried by unanimous voice approval.

ADJOURNMENT

There being no further business to discuss Commissioner Starr moved to adjourn to the Regular Board Meeting at 10:31p.m.; seconded by Commissioner Walsh and carried by unanimous voice approval.

Respectfully submitted,

Bill Starr, Secretary