

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, March 16, 2016 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:05 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka  
Tim Doherty  
Bill Starr  
Lisa Tenuta  
Ray Massie  
Mike Murphy

Administrative Staff:

Greg Kuhs, Executive Director  
Brett Barcel, Director of Golf Operations  
Jim Jarog, Director of Parks & Planning  
Brian Taylor, Director of Recreation  
Ruth Yueill, Supt. of Community Relations & Marketing  
Cheryl Lufitz, Community Relations & Marketing Mgr. (Recording Secretary)

Professionals:

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

Visitors:

None

**CHANGES OR ADDITIONS TO AGENDA**

None

**APPROVAL OF AGENDA**

Commissioner Massie motioned to approve the agenda; seconded by Commissioner Starr.

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

Motion passed.

**APPROVAL OF MINUTES**

Commissioner Massie motioned to approve the minutes from the Regular Board Meeting on February 17, 2016; seconded by Commissioner Murphy.

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

Motion passed.

**PUBLIC HEARING**

President Kurka announced the next item on the agenda is the Public Hearing, to receive comments on the 2016 Budget & Appropriation Ordinance. The proposed ordinance has been on display at the Mt. Prospect and Des Plaines Libraries, Mt. Prospect Human Service Department and at the Mt. Prospect Park District Administrative Office since January, 2016. All persons desiring to be heard will have an opportunity to present written or oral testimony with respect thereto. President Kurka asks for written or oral comments from the Commissioners.

There were none.

President Kurka asks for written or oral comments from the Public.

There were none.

President Kurka asks for additional comments from the Public.

There were none.

President Kurka asks for a motion to finally adjourn the Public Hearing.

Commissioner Starr motioned to adjourn the Public Hearing; seconded by Commissioner Tenuta and carried by unanimous voice approval.

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

Motion passed.

President Kurka stated that the Public Hearing was finally adjourned.

#### **Public Comment**

None

#### **Parks Foundation**

Ruth Yueill, the Parks Foundation Executive Director stated:

- Scholarship Program-2016 dates has been moved to late spring in order to complete applications and award prizes on June 20, 2016.
- The May 4, 2016 Board meeting will include a welcome for new members. A poster has been designed and will appear in park facilities encouraging resident to become involved in the Foundation.
- Inquiries regarding memorial donations in the form of a park bench or tree are coming in steadily.
- Cabaret Night: new date, August 27<sup>th</sup> at Friendship Conservatory with discussion of another date in November and March.
- Foundation will be on site at all Monday & Thursday Concerts and the focus will be on donations for replacing trees throughout the community parks and working with Director Jarog on locations for placement.
- Brick orders will be completed by May 15 and customers have been informed of the timeline.

Commissioner Doherty inquired if the District still has the tree and bench donations as a memorial. Director Jarog explained the public can still request a bench with a plaque but we no longer have plaques with trees due to maintenance and landscaping and the staff has the final decision on location.

#### **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.

The Board discussed the ups and downs of revenue and the reasons. Director Taylor explained staff is working on getting patrons to register in a more timely matter, always hard when programs start but you have to buy supplies earlier (ex. baseball uniforms) – revenue and expenses will all balance out at the end of the year.

**RATIFICATION OF ACCOUNTS PAYABLE**

Commissioner Doherty motioned to ratify February Accounts Payable checks and EFT's in the amount of \$753,791.72 as listed on the February Check Registers; seconded by Commissioner Massie.

Discussion: None

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

Motion passed.

**RATIFICATION OF PAYROLL**

Commissioner Doherty motioned to ratify February Payroll checks and Direct Deposits in the amount of \$492,061.17 as listed in this report; seconded by Commissioner Tenuta.

Discussion: Commissioner Tenuta questioned the 130 plus checks and asked if we encourage people to go to direct deposit. Executive Director Kuhs explained we recently promoted and encouraged existing and new employees to sign up for using direct deposit. Commissioner Starr asked about the six employees who received the \$50 awards – it was noted that the awards were an incentive to entice employees to sign up for the direct deposit program.

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

Motion passed.



## **EXECUTIVE REPORT**

Executive Director Greg Kuhs reviewed the following items:

- Backstop Replacement Update- Replacement if the damaged backstops are moving nicely. Commissioner Murphy stated Lions West is different with 4 poles and a net. The reason stated was to eliminate overhang and the installed net will help decrease foul balls into the neighbor's yard.
- Pool Pak Compressor- The compressor has been ordered and should be installed by the end of March 2016
- Mt. Prospect Golf Course now open-a partial failure in the irrigation installation, all the sprinkler heads around tees and greens will have to be refitted with an improved swing joint next week. There will be no cost to the park district for the replacement of the parts.
- New Golf Now Online Tee Times – this service is now available providing the convenience of making tee times anytime, anywhere, and on your self-phone and a new website.
- Swim lessons 431 participants, lap lane change going well-no complaints.
- North Pole Beach Party will be July 24<sup>th</sup> at Meadows Pool; this will kick off Christmas in July week.
- Our swim team will host the Northern Illinois Swim Conference Championship on Wednesday, July 27<sup>th</sup>.
- Youth Baseball currently has 591 participants.
- Youth Futsal has 140 participants - feedback has been outstanding and hoping to expand the program.
- Preschool- 81% of current preschoolers will be returning for the 2016-17 school year.
- Community Band recently had their first concert with 30 members. Band will again be performing at our Monday Night Concerts.
- Friendship Park Conservatory- already has 17 weddings scheduled for 2016, which outnumbers the entire 2015 year and it is only March.
- Friendship Park -Plant sale will be Saturday, May 7<sup>th</sup>.
- Egg Hunt will take place this Saturday, March 19 at RecPlex.
- In the coming weeks the TV's at Central Community Center will begin using a digital marketing promotional service for park district activities from a company called Reach.
- Our newest Inside the Park video is now on website and Facebook-staff will soon begin working on summer episode with MPTV.
- Park District Trivia Team won second place this year at the Chamber of Commerce Trivia night.
- We received a complimentary note from an aqua aerobics participant about Dena Belzano - one of our instructors who has been with the district for many years.
- The park district donated some passes for an auction raising funds for a medical mission trip to Panama. Dr. Tom Reese (past Commissioner) was part of this group who made the trip. Photos of their mission were shared in the Board packet.
- Executive Director recently met with the Village Manager to talk about ways the village and park district could work together.

Commissioner Tenuta remarked the Golf Course Pro Shop looks amazing and parks staff did an unbelievable job with the renovation. Director Barcel assembled a shadow box of history of the golf course-great job and nice presentation piece. The Friendship facility redecorating was implemented by the Foundation with the purchases of new lighting and drapes - thanks to the Foundation. The increase in revenue and rentals is awesome and a little more tweaking at other facilities could also increase

revenue at those facilities. Want to compliment the Community Relations department for their interesting ideas, and a suggestion for a Facebook newsletter to increase traffic on Facebook.

Commissioner Murphy asked if the practice cages will be re-installed in the area for warm ups at Meadows. There was some concern as to how this area would handle rain/drainage. Director Jarog will discuss with staff about possibly using straw as matting for the drainage.

#### **UNFINISHED BUSINESS**

##### **A. Big Surf Pool – Potential Renovation**

Executive Director Kuhs stated that the timing to begin any renovation at the close of the 2017 pool season is more than likely not realistic. If the Board wished to proceed on a renovation of the facility, we would need to hold some public meetings to gain input prior to finalizing plans. The Board asked that this topic be added to the May Regular Board Meeting Agenda for further discussion.

#### **NEW BUSINESS**

None

#### **APPROVAL ITEMS**

##### **A. Acceptance/Rejection of Bids – Repaving & Rehab of Central Community Center Parking Lot**

###### **• Arrow Road Construction**

#### **MOTION**

Commissioner Tenuta motioned to approve the award of a contract for the repaving & rehab of the Central Community Center parking lot to Arrow Road Construction which included the base bid specifications and alternates 1 & 2 in the amount of \$144,898.24; seconded by Commissioner Massie.

#### **Discussion:**

Commissioner Starr asked if this project is a complete repave or just a rehab of the existing lot. Director Jarog explained the lot will be ground down and any sub-surface areas needing repair would also be taken care of prior to installing new asphalt. The project should start on July 18<sup>th</sup> and take about a month to complete.

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



**B. Acceptance/Rejection of Bids – Parking Lot Maintenance – Friendship, Lions and Meadows  
• Hastings Asphalt Services**

**MOTION**

Commissioner Massie motion to approve the award of a contract for sealcoating, crack filling, and patching of the Friendship, Lions and Meadows Parking lot to Hastings Asphalt Services which include the base bid specifications and alternates 1 & 2 in the amount of \$28,147.06; seconded by Commissioner Murphy.

**Discussion:**

Commissioner Doherty asked if this lot would just be patched. Director Jarog explained the work would not be a complete re-pave at Lions because if a renovation is done to Big Surf, the lot would need to be repaved as part of a renovation.

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

**C. Acceptance/Rejection of Bids – Pathway Paving Improvements – Clearwater & High Ridge Knolls  
Parks • Allstar Asphalt**

**MOTION**

Commissioner Tenuta motioned to approve the award of a contract for Path Improvement for portions of the ComEd right-of-way and Clearwater Park walking paths to Allstar Asphalt, Inc. which include the base bid specifications and alternates 2 & 3 in the amount of \$157, 131.50; seconded by Commissioner Massie.

**Discussion:**

Commissioner Starr asked what re-profiling would need to be done to the Clearwater Path. Director Jarog explained that areas where the slope exceeded ADA requirements will require a slight rerouting to comply with ADA regulations.

Tom Hoffman, MPPD attorney suggested the motion be amended to award the contract contingent on the park district receiving approval from ComEd for the re-paving and/or re-routing of the path within the easement area.

**AMENDED MOTION**

Commissioner Tenuta amended her motion to approve the award of a contract for Path Improvement for portions of the ComEd right-of-way, contingent upon approval by ComEd; and Clearwater Park walking paths to Allstar Asphalt, Inc. which include the base bid specifications and alternates 2 & 3 in the amount of \$157, 131.50; seconded by Commissioner Massie.

<b>Roll Call Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commissioner Klicka			X
Amended Motion passed.			

**ADOPTION ITEMS**

**A. ORDINANCE NO. 726: COMBINED ANNUAL BUDGET & APPROPRIATION ORDINANCE - 2016  
AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR MT.  
PROSPECT PARK DISTRICT, COOK COUNTY ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST  
DAY OF JANUARY 2016, AND ENDING ON THE 31<sup>ST</sup> DAY OF DECEMBER, 2016.**

**MOTION**

Commissioner Starr motioned to approve the Ordinance 726- Combined Annual Budget & Appropriation of funds for Mt. Prospect Park District, Cook County Illinois, for the Fiscal Year beginning on the first day of January 2016, and ending on the 31<sup>st</sup> day of December 2016; seconded by Commissioner Murphy.

Discussion: Tom Hoffman, Attorney suggested reading the "Summary of Appropriations" into the minutes. President Kurka read the "Summary of Appropriations" into the minutes as follows:

**"Summary of Appropriations"**

Corporate Fund	2,481,590
Recreation Fund	8,087,374
Paving & Lighting Fund	110,000
Federal Social Security Insurance Fund	561,000
Liability Insurance Fund	726,428
Handicapped Recreation Fund	1,423,901
Illinois Municipal Retirement Fund	810,480
District Capital Labor	452,898
Bonds & Interest Fund	5,192,110
Conservatory Fund	895,291
Total Appropriation	20,741,072



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

**Public Comment**

None

**Comments/Matters from Commissioners**

Commissioner Tenuta asked Lee Howard if they could increase the font size for their reports to make them easier to read.

Commissioner Starr asked about opening up the unused section of the Dog Park. Director Taylor indicated we are waiting for the turf to grow in and are also planning to fill in the low spots with mulch. NWSRA & American Legion Baseball team are scheduled for their game/event on June 14<sup>th</sup> at Friendship Park. Players from the American Legion team will stand behind the NWSRA team to help players learn better learn their position. He would also like the Board to revisit the decision to not hold shot-gun outings at the Golf Course, and asked that topic be placed on the April Board Meeting Agenda.

**ADJOURNMENT**

There being no further business to discuss, Commissioner Starr moved to adjourn the Regular Board Meeting at 8:16 p.m.; seconded by Commissioner Massie and carried by unanimous voice vote.

Respectfully submitted,

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William J. Starr, Secretary