

APPROVED

Regular Board Meeting

A Regular Meeting and Annual Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, May 27, 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 Klicka
Bill Starr
Lisa Tenuta
Ray Massie
Mike Murphy

Administrative Staff:

Greg Kuhs, Executive Director
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:

Lee Howard, Financial Advisor
Brad O'Sullivan, GAI

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Klicka moved to approve the minutes of April 29, 2015 Regular Board Meeting as amended; seconded by Commissioner Starr.

Discussion: Commissioner Starr requested more detail on the discussion he had with Tom Hoffman. The minutes were amended to reflect his request.

<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.

PUBLIC COMMENT None

FOUNDATION

Ruth Yueill was appointed as Executive Director for the Parks Foundation at the meeting on May 6th. The Foundation Board discussed the direction, message and the re-branding of the Foundation. The Park District will be celebrating 60 years anniversary and one project discussed was to replant trees due to the loss of many trees from disease and possibly use some foundation funds to replant and also raise money for the project. The Foundation scholarship winners have been announced and should have received their letters this week, three \$1,500 scholarships and will be awarded at the first Monday night concert on June 15th (Kids R' Us!).

FINANCIAL ADVISOR'S REPORT

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

Discussion:

Commissioner Doherty questioned why (building) rentals are down \$4,000 from last year; Director Taylor explained it could be a timing issue and depends on the gym rentals along with the league participation and programing does take precedent.

Commissioner Tenuta asked how the fitness sales have been proceeding; Director Taylor explained the district has been getting patrons back and Dee Ford (Fitness Manager) has added a very good dynamic to a very good fitness team and fitness program.

Commissioner Starr asked Director Taylor to explain (for example) adult athletics are down from last year (revenue down) and expenditures are up; Director Taylor explained it is most likely a timing issue based on when registrations are received (ex: softball teams wait till the last minute to register). Commissioner Starr asked what the Senior Club line item was and Director Taylor stated that it is the Bridge Club.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka moved to ratify April Account Payable checks and EFT's in the amount of \$973,895.64 as listed on the April Check Registers; 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.

RATIFICATION OF PAYROLL

Commissioner Klicka moved to ratify April Payroll checks and Direct Deposits in the amount of \$312,974.84 as listed on this report; seconded by Commissioner Murphy.

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 report:

- Dara James Park dedication on June 6th at 11:00 a.m. with refreshments.
- Einstein Park Project: drop in meeting on Thursday, June 18th at 6 p.m. at Friendship Conservatory. Invite neighbors and public to come by and provide input/feedback on different playground options that will be presented.
- Walk or Bike the Golf Course started Saturday May 23rd for the public. A promotional page and map will be available at the clubhouse.
- Conservatory Plant sale held on May 9th was very successful.
- Dance Recital recently held and showcased what a great program our staff produces.

- Exploring the implementation and use of Purchase Cards as an alternate and efficient way to purchase goods and service for the Park District (sometime this fall).
- Mt. Prospect Park District hosted a successful Mount Prospect Chamber Afterhours event at the Friendship Park Conservatory.
- Revisited posting the audio recordings from board meetings on the website. This was discussed at a previous board meeting about a year ago, and the time Board decided not to post the minutes on the website; our attorney believes that recordings are subject to FOIA requests. Executive Director Kuhs noted the main purpose of the recordings is to help aid in the transcription of the minutes, and once the written minutes are approved they become the official minutes of the park district. Staff recommendation is to not post the recordings on the website. If the Board should decide that want to post them, the district would need to invest in better recording equipment.

Commissioner Tenuta stated after researching other park districts, Arlington Heights Park District, Buffalo Grove Park District and Des Plaines Park District do not post "audio" recordings on their website.

- Legislative Golf Outing on Thursday July 16th if any board members would like to participate.
- Our auditors will be attending the June 24th meeting presenting the fiscal year 2014 audit for approval.
- If any board member would like business cards/or park district email just let us know. An advantage for having business cards would be at the IPRA/IAPD conference; having a district email address would provide easier management/access if a FOIA request was received related to email correspondence.

Commissioner Klicka asked if the driving range would be opening sooner than the golf course. Director Barcel explained depending on the weather and the growth of the grass, if we can get the driving range open earlier- we will.

- Memorial Day event was held at Lions Park last Monday and special thanks to Commissioner Starr and all our staff; great turn out considering the rainy weather.
- Commissioner Starr appreciated and thanked the staff behind the scenes for all the hard work.
- Meeting with Lions Club next few weeks to discuss the logistics for the 4th of July festival at Melas Park.

Commissioner Tenuta commented how wonderful "Walk or Bike the Golf Course" promotional and nice to see people bike the course; great promotional idea and to send the information out to the golf email list in mid-June; like the idea to do this program in the future for the non-golfers – to open the course up to the community in the future.

UNFINISHED BUSINESS

A. Five Year Capital Project/Equipment Plan Draft (Discussion & Potential Action)

Executive Director Kuhs explained that staff has been working on this draft and this is a working document that will change year to year due to emergencies, etc. Some of the information for the five year capital plan was derived from the ACG report presented to the Board about a year ago, and from the vehicle replacement plan, etc. This items on the plan would be updated each year, and another year would be added on so there would always be a five year plan.

Discussion: The Commissioners asked the location of Redwood Park. Executive Director Kuhs explained where the park was located and indicated there will be a discussion on Redwood Park next month. Commissioner Tenuta remarked the numbers on the report for this particular park seemed low, compared to the cost of other parks. Executive Director Kuhs explained the numbers are just an estimate until there is board discussion on details about the project, (ex. replace the playground where it is or move the park our property like Dara James, etc.). Commissioner Tenuta stated the Board looks at the cost of parks and has talked about doing a park every year or every other year and it seems these numbers aren't built in.

Executive Director Kuhs explained the goal of the plan needs to be based on District resources; we have other financial and capital obligations; this is a working document with possible changes (ex. if Springfield offers grants again).

Director Jarog also explained this is capital money and portions of the projects could be partially funded by ADA funds.

Commissioner Doherty asked why the total for 2016 infrastructure was so high. Director Taylor explained that Big Surf pool was scheduled according to the ACG report to be done in 2016 (we pulled the numbers out of the ACG report). Commissioner Doherty also asked about Einstein Park's parking lot and the collapsed sewer. Director Jarog explained that the sewer has been fixed with assistance from American Water company, so the parking lot drainage should be much improved.

Commissioner Massie asked about the parking lot expenses at Kopp Park and if there are any plans in the future for outdoor basketball courts. Executive Director Kuhs stated next month Nicholas & Associates will have some conceptual drawings and costs estimates for potential locations for future development of Kopp Park for softball and other athletic or play amenities.

MOTION

Commissioner Starr moved to approve the acceptance of the working document Five Year Capital Project/Equipment Plan as presented; seconded by Commissioner Massie.

<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. Special Board Meeting - June 17

Executive Director Kuhs recommendation is to bring in Architects for the Board to review for conceptual plans and cost estimates for the renovation of Big Surf.

President Kurka called a Special Board Meeting on Wednesday June 17th at 6 p.m. at CCC to discuss/interview potential Architects for the design of the Big Surf Pool.

B. Master Intergovernmental Cooperation Agreement Regarding Recreational Use of Facilities Between Township High School District 214 and Mt. Prospect Park District (Discussion)

Executive Director Kuhs explained the information was in the Board Packet for informational purposes and Director Taylor has been working with District 214 these past few months to update the agreement and are waiting District 214's approval. The agreement should be up for adoption by the park district at the June Board Meeting.

ADOPTION ITEMS

A. Amended and Restated Intergovernmental Cooperation Agreement between Mt. Prospect School District 57 Cook County and Mt. Prospect Park District Cook County, Illinois for the Recreational Use of a portion of certain Elementary School Facilities.

Discussion: None

MOTION

Commissioner Murphy moved to approve the Amended and Restated Intergovernmental Cooperation Agreement between Mount Prospect School District 57 Cook County, Illinois and Mt. Prospect Park District Cook County, Illinois for the Recreational Use of a portion of certain Elementary School Facilities; seconded by Commissioner Klicka.

<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.

B. Mt. Prospect Park District and Community Consolidated School District 59 Before and After School Recreational Programs Agreement

MOTION

Commissioner Tenuta moved to approve the Mt. Prospect Park District and Community Consolidated School District 59 Before and After School Recreational Programs Agreement; 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.

APPROVAL ITEMS

A. Acceptance/Rejection of Bids-Repaving & Rehab of Friendship and Studio Parking Lots-Allstar Asphalt, Inc.

Executive Director Kuhs explained that these two projects were approved by the Board in November 2014 as part of the 2015 Capital Projects.

MOTION

Commissioner Doherty moved to approve the award of a contract for the repaving & rehab of Friendship & Studio parking lots to AllStar Asphalt, Inc. which include the base bid specifications and alternates A & B in the amount of \$164,909.00; 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.

B. Acceptance/Rejection of Bids-Seal Coating and Crackfilling of ComEd Right of Way Walking Path –A Lamp Concrete Contractors, Inc.

Executive Director Kuhs explained this was approved last November for Phase 1 out of a number of phases which would allow us to reseal/ seal coat the pathway system through the ComEd right of way.

Discussion: None

MOTION

Commissioner Massie moved to approve the award of a contract for the sealcoating & crack filling of portions of the ComEd right-of-way walking path to A Lamp Concrete Contractors, Inc. which include the base bid specifications and alternate A in the amount of \$88,100; seconded by Commissioner Murphy.

<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.			

ADJOURNMENT SINE DIE

President Kurka motioned to adjourn sine die for the purpose of holding the Annual Meeting of the Mt. Prospect Park District and thereafter to reconvene the Regular Board Meeting; seconded by Commissioner Massie.

Call to Order: 8:10 p.m the Annual Meeting of the Mt. Prospect Park District Board of Commissioners.
Roll Call: All seven of the Commissioners were present.

Appointment of Temporary Chairperson: President Kurka designated Executive Director Kuhs; seconded by Commissioner Doherty and carried by unanimous voice approval.

Temporary Chairperson Kuhs called for nominations for the position of President to one year terms or until their successor shall have been elected. Commissioner Starr nominated Steve Kurka, seconded by Commissioner Tenuta. No other nominations for President were made so Chairperson Kuhs declared the nominations closed. Commissioner Kurka was elected as President by unanimous voice vote.

President Kurka called for nominations for the position of Vice-President to one year terms or until their successor shall have been elected. Commissioner Klicka nominated Tim Doherty, seconded by Commissioner Tenuta. No other nominations for Vice President were made so President Kurka declared the nominations closed. Commissioner Doherty was elected as Vice President by unanimous voice vote.

President Kurka called for a motion for the appointment of Commissioner Starr for the office of Secretary. Commissioner Doherty made said motion; seconded by Commissioner Massie. Commissioner Starr was appointed as Secretary by unanimous voice vote.

President Kurka called for a motion for the appointment of Commissioner Klicka for the office of Treasurer. Commissioner Massie made said motion; seconded by Commissioner Starr. Commissioner Klicka was appointed as Treasurer by unanimous voice vote.

President Kurka called for a motion to adjourn the Annual Meeting; seconded by Commissioner Starr.

RECONVENE REGULAR MEETING of May 27th at 8:10 p.m.

COMMENTS/MATTER FROM COMMISSIONERS

- ❖ Commissioner Klicka informed the Board and staff that Cabela's will be hosting the traveling Vietnam war wall during business hours.
- ❖ Commissioner Kurka stated the plant sale at the Conservatory was wonderful.
- ❖ Commissioner Doherty has visited the Dara James Park with his family and remarked how the park has been packed and the neighbors are really enjoying the park.
- ❖ Commissioner Starr wanted to reiterate how great the support from MPPD staff was for Memorial Day.

ADJOURNMENT

There being no further business to discuss Commissioner Klicka moved to adjourn to the Regular Board Meeting at 8:13 p.m.; seconded by Commissioner Massie and carried by unanimous voice approval.

Respectfully submitted

William J. Starr