

APPROVED

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, July 29, 2015 at Central Community Center Facility of said Park District. President Kurka called the regular meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

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

Administrative Staff:

Greg Kuhs, Executive Director
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
Jeff Langguth, Golf Professional

Professionals:

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

Visitors:

Brent Minor
Louis Goodman
Kathy Scaletta
Dutch DeGroot

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes of the Special Meeting dated June 17, 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.

Commissioner Starr motioned to approve the minutes of the Regular Meeting dated June 24, 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.

Public Comment

Louis Goodman addressed the Board and asked if Gregory Park is being used (there are a lot of weeds); he suggested the District sell the park for revenue so new homes could go up on the property. Director Taylor explained the Gregory Park is used for soccer and baseball practice.

Brent Minor also addressed the Board and explained he has been going to RecPlex for many years and that it is a wonderful facility but his locker was broken into three times in the last eight years; with changing the locks on his doors at home, his automobile keys and the money stolen has cost him over \$1,000. He stated that this was a serious problem and he would like to be compensated for his loss. Mr. Minor also suggested putting monitors, re-arrange the lockers around and add different types of locks. He also wanted to know why staff never checked the surrounding area (lockers etc.) until days later when staff found some of his belongings. President Kurka remarked a letter was sent from the Board to Mr. Minor in response to his letter dated July 9, 2015 which explained some of the changes staff has implemented in an effort to prevent future locker break-ins, and process is ongoing .

Parks Foundation

Foundation's Executive Director Yueill stated:

- The next Foundation's meeting will be on September 2, 2015 here at CCC.
- The engraving of the bricks for the Veterans Memorial will be in the next two weeks with a quarterly timeline.
- Attended the Downtown Block Party with the foundation table located by the ponies (we sponsor) and handed out memorial brick applications.
- Jerry & Janice Stone are working on Cabaret night fundraising for the Foundation in November.
- Commissioner Tenuta suggested posting the Foundation meeting on Facebook to invite the community to participate.

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.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka moved to ratify June Account Payable checks and EFT's in the amount of \$1,661,073.09 as listed on the June Check Registers; 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.

RATIFICATION OF PAYROLL

Commissioner Klicka moved to ratify June Payroll checks and Direct Deposits in the amount of \$355,803.24 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 highlighted the following items:

- Golf Course Grand Re-opening Invitations: sent to current & former Board Members; former staff & Village Mayor & Trustees.
- Harper College reached out to MPPD to participate in the Capital contribution & Operations for an Aquatic Center; due to numerous other current capital needs & projects-the Executive Director recommends the District not participate in the endeavor. The Board concurred with this recommendation.
- Einstein Playground: going through the City of Des Plaines permit process; bid recommendations will come before the board at the August 26th Regular Board Meeting.
- Cup site grading plan: met with individuals representing the Illinois State Toll Highway Authority) to discuss the removal of the soil and what the final grading plan should be; planning to use Groundwork,LLC for this review & provide recommendations.

Commissioner Starr asked why Groundwork?

Executive Director Kuhs explained Groundwork has worked on the Cup site in previous years for and is very familiar with the site.

- Vandalism to the skylights on the roof at the Cook Maintenance Facility; Police are investigating.
- Family Golf Night on August 9th at 6p.m. – will showcase our beautiful new practice area and driving range.
- Becker Championship: Recommendation not to hold the Becker Championship in 2015 but proposing to hold a Junior Tournament on August 17th. The Board concurred with this plan.
- Our pool lifeguard obtained almost perfect scores for safety audits.
- Athletic camps are going strong with 420 participants.
- Day camps have over 1,000 participants in the program.
- We will be hosting National Night Out is Tuesday, August 4th at Veterans Memorial Band shell with the Mt. Prospect Police Department.
- Fall Brochure will be coming out on August 10th with a fresh look with new sponsors.
- Budget training covering the Budget Module in Smart Fusion was reviewed with staff.

Commissioner Starr remarked "Remind App" was a wonderful idea.

Director Taylor explained this application is an informational text parents can sign up for; camp directors send out a text messages to mobile devices (i.e. daily reminders) and approximately 200 parents have signed up; Kathy Muellner came up with the idea of a "Remind App" for the camps, etc.

Commissioner Starr commented he was pleased to see there are seven teams representing the MPPD baseball program with 93 players playing - an increase from 79 last year.

Commissioner Tenuta remarked the Aquafitness Program has excellent teachers and the numbers are phenomenal due to the teachers.

New Business

A. Proposal-CTL Group-Big Surf Assessment

Executive Director Kuhs explained the intent is the information obtained from this structural investigation will assist the District in making educated decision; the complete report outlining the condition assessment findings should be presented at the September 23rd Board Meeting.

Motion

Commissioner Starr moved to approve the proposal from CTL Group to complete a condition assessment for Big Surf pool at cost of \$9,250.00; 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.

B. Proposal-Replacement of District Telephone System-Framework Communications

Director Kurcz presented a presentation on the phone system replacement recommendation:

- Current phone systems are antiquated and 20+ years old.
- Replacement parts difficult to find & currently we have no backup phones.
- Taking on significant risk if the phone systems go down.

Research:

- Determined on premise system (not cloud-based) is best option for park district.
- Can utilize Voice over internet protocol (VOIP) solution eliminating need for most traditional phone lines (fiber optic cables were installed last year).
- Two systems were quoted—ShoreTel & Avaya.
- New system will eliminate facility to facility per call costs.
- Can answer/transfer calls to and from any location.
- Approximate 8 week timeframe to get phone system installed in all locations.

Recommendation/Rationale: Purchase Avaya System

- Significantly decrease risk of business disruption due to loss of phone service.
- Next day warranty if phone system goes down.
- Significantly improve patron phone call experience by customizing phone tree & easier to use.
- Improve flexibility to call/transfer/forward calls between facilities.
- Eliminates cost of local calls between facilities.
- Eliminates most current phone lines and consolidate AT&T services.
- Majority of purchase can be covered by \$56,613.47 reimbursement recently received from AT&T, balance covered by unallocated Capital Funds.

The Board discussed managing fees, the pros & cons of leasing phones and the maintenance (carrying parts for ten years), new technology in the next few years and the credit from AT&T.

Motion

Commissioner Massie moved to approve the proposal from Framework Communications to provide and install new phone equipment for the park district at a cost not to exceed \$73,687.00; 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.

Approval Items

A. Approval of Purchase-two Ford F-250 Trucks-Illinois Department of Central Management Services-Joint purchasing program-Bob Ridings, Inc.

Executive Director Kuhs explained staff is recommending Board approval to purchase new trucks utilizing the Illinois Department of Central Management Services-Joint Purchasing Program. Capital funds to replace these vehicles were approved by the Board in November 2014.

Motion

Commissioner Massie motioned to adopt Ordinance #716, being an Ordinance authorizing and directing the sale of Certain Used Property; 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.

B. Approval of Documents-Participation in BMO Harris Purchasing Card Program

Executive Director Kuhs explained at the June Board meeting, the Board adopted Resolution #715-A Resolutions authorizing the Issuance of Individual Procurement Cards.

George Giese, Manager of Administration & HR presented the benefits to participate in BMO Harris Purchasing Card Program:

- Cut down on AP checks (vendors & re-imburements of employees).
- The District will receive rebate dollars on using the P-cards.
- BMO has the linking capabilities with Smart Fusion (accounting system).
- Reviewed the conditions of use for the MPPD P-card program (agreement).
- Proposed (initial) P-card cardholders (staff).
- Internal procedure, rules and credit information.

Motion

Commissioner Massie moved to approve the execution and delivery of the BMO ePurchasing Solutions Corporate MasterCard program member account agreement, the internal procedures & controls memo-Purchasing Card Conditions of Use & Acknowledgement form, and the list of initial P-Card holders and credit limit information as presented; 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.

C. Ratification-Grant of Temporary Public Utility Construction Stockpiling Easement-Gregory Park

Executive Director Kuhs indicated he had previously spoke to each Board Member individually concerning the request from the Village of Mount Prospect to temporary use a small section of property on Gregory Park for a material stock pile for the Village flood control project in the neighborhood (the suggested length of the agreement would be for 120 days and terminated on November 15th, 2015.

Motion

Commissioner Murphy moved to ratify the Grant of Temporary Public Utility Construction Stockpiling Easement of Gregory Park with the Village of Mount Prospect; 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.

Comments/Matters from Commissioners

Commissioner Tenuta brought up the community concerns over the safety of the crossing by Melas Park especially now that the new driveway from the school will be filtering out onto Central Road; she would like something to be done for the safety of the community.

There was a Board discussion and a suggestion for a letter from the Board to be presented to the Village. Staff will follow-up on the status of this project with the Village.

Commissioner Starr wanted to reiterate a big thank you to the staff for the help with the baseball game with NWSRA at Friendship Park.

Closed Session

Commissioner Tenuta moved to adjourn to closed session for:

Section 2(c)(21): Discussion of minutes of meeting lawfully closed under this act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by section 2.06; 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 Massie	X		
Commissioner Murphy	X		
Commissioner Starr	X		
Commissioner Tenuta	X		

Motion passed.

Reconvene Open Meeting

Open Session was reconvened at 8:36 p.m.

APPROVAL OF MINUTES REVIEWED IN CLOSED SESSION

Per the discussion in closed session, Commissioner Starr moved to approve the following Closed Session Minutes:

January 21, 2015	Section 2c(21):	Review of Closed Session Minutes
February 25, 2015	Section 2(c)(5):	Purchase or lease of Real Estate
	Section 2c(1):	Personnel
	Section 2(c)(11):	Litigation
March 18, 2015	Section 2(c)(11):	Litigation
	Section 2c(1):	Personnel
April 29, 2015	Section 2(c)(11):	Litigation

Seconded by Commissioner Klicka.

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

Motion carried.

APPROVAL OF RELEASE OF IN CLOSED SESSION MINUTES, IF ANY

Commissioner Massie that it is hereby determined and hereby reported to the public that as to closed session minutes or portions thereof not yet released for public inspection, the need for maintaining the confidentiality thereof still exists in order to protect the privacy of an individual and/or the public interest.

Seconded by Commissioner Tenuta

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

Motion carried.

ADJOURNMENT

There being no further business to discuss, Commissioner Starr moved to adjourn the Regular Board Meeting at 8:38 p.m.; seconded by Commissioner Klicka and carried by unanimous voice vote.

Respectfully submitted,

William J. Starr, Secretary