

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, July 26, 2017 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

Administrative Staff:

Dan Malartsik, Executive Director
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
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager
Jason Hickman, Athletic Program Manager

Professionals:

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

Visitors:

Louis Goodman

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes from the Regular Board Meeting on June 28, 2017; 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.

Public Comment

None

ADOPTION ITEMS

None

APPROVAL ITEMS

A. Community Attitude & Opinion Survey

Director Yueill presented a summary and background of the Community Interest and Opinion Survey RFP that was issued on March 17, 2017. She explained the survey would identify community needs for recreation and measure resident satisfaction with Park district facilities, programs and services. Initial goals for this scope of work will be to gather statistical data from the community. Staff reviewed the goals and believes the goals are comprehensive, reasonable and attainable through the survey process. The last community survey for the district was in 2005. She explained the revised scope of service is sufficient based on community size and how we intend to utilize the survey results. The survey serves as the foundational component in the District's Strategic Plan process. The strategic plan clarifies our identity, purpose and future direction as an organization to the board, leadership team, staff and community. Director Yueill, on behalf of staff, recommended the board move to approve the Community Attitude & Opinion Survey with aQuity Research & Insights, Inc. in the amount of \$24,460.

Discussion:

The Board had questions about the revised scope of services and how the focus groups would be formed, if the survey would hit the pulse of the community with only 3,000 random people from the community surveyed; if the district would be able to do the survey internally. Executive Director Malartsik & Director Yueill explained aQuity felt the 3000 surveyed was adequate for the district's community size; the questions asked in the survey would be the direction of staff and the Board; the focus groups would be important to hear feedback from the community; the district would publicize information so the community could contribute online. The general consensus from the Board was to ask additional park districts the pros & cons of the survey; and ask specific questions directly to aQuity. The recommendation was to table the approval until the next meeting; the Board concurred.

Public Comment:

Mr. Goodman requested to have an input into the survey; asked if we would consider placing the survey into the newspaper or have a stack of surveys at RecPlex, Central etc. President Kurka explained that would be a great way to get information but the survey needs to have statistical results.

UNFINISHED BUSINESS

Director Jarog presented a summary and background:

A. Einstein Park Update-

- Required contract documents, bonds and insurance have been received.
- Construction permit has been approved by the City of Des Plaines.
- MWRD has completed their first review of the submitted construction documents. Once resubmitted MWRD should be able to complete the review in five business days.
- The dugout shelters will be installed at the end of the project-possibly in October.

B. Kopp Park Update-

- Required contract documents, bonds and insurance have been received.
- E. Hoffman, Inc. has paid the licensing and permit fee to the Village to secure the Village building permit.
- Com Ed final approval still pending for the work relating to the Redwood Playground removal and the connecting path.

NEW BUSINESS

A. Baseball/Softball Staff Report presented by Jason Hickman-Athletic Program Manager.

- Challenging raining spring and early summer.
- Great year for overall participation in just every age level compared to the previous year.
- Position of strong numbers and community supports the programs.
- Staff will be hosting end of season meetings with coaches and other key volunteers to discuss the strengths and opportunities to improve to receive important feedback. Discussion items: Season start & end dates; scheduling/rescheduling procedures; uniforms; any interest in tournaments/all-star team(s); field improvements (bullpens etc.); umpire assigning; sponsorships and alternate revenues; partnership opportunities(Mavericks) and work with Stallions.

The Board thanked Jason for an in depth athletic report.

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 Murphy motioned to ratify June Accounts Payable checks and EFT's in the amount of \$712,402.95 as listed on the 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 Murphy motioned to ratify June Payroll checks and Direct Deposits in the amount of \$649,182.12 as listed in 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.

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

The Parks Foundation will be part of the National Night Out with the Mount Prospect Police Department on Tuesday, August 1st from 5:30 to 8:30 at Veterans Memorial Bandshell. We encourage everyone to join in the festivities.

Executive Report

Executive Director Dan Malartsik reviewed the following highlights:

BINA Hearing-Rollover Bonds:

- Bond Issuance Notification Act Hearing (BINA Hearing) will be held at the August 23rd Board meeting as well as an overview of information about our annual roll-over bond sale. A representative from Speer Financial will be attending the August meeting to review the rollover bond sale information for 2017 and an overview of our long-term debt.

Financial Update:

- Park District staff is developing new budgeting tools for all areas for the 2018 budgeting process. New tools include a 5-year capital planning spreadsheet, electronic budgeting tools to identify all expenditure within all line items, program cost recovery spreadsheets, program expense/revenue reporting, and budget guidelines.

Board Reporting:

- Staff is developing a new Executive Director reporting template for future board packets. The new reporting tool will track program enrollment and trends from year to year, with bullet points of news and events.

Veterans Memorial Bandshell (VMB):

- Last month staff reported vandalism at the VMB. Since then, the district has worked with the Mt. Prospect Police Department to increase patrol; maintenance department installed high powered LED motion sensor lights. We have not had an incident since.

Friendship Park Conservatory:

- Park District staff continues to work on the 2018 business plan that will be presented to the board at the November or December Board Meeting.

Area Flooding:

- There has been a lot of flooding throughout the Chicagoland area in the month of July. The Park District has not had any major damage. The golf course did extremely well with drainage and the course was open immediately following the five plus inch of rain.

Fall Brochure:

- Will be delivered to residents the week of August 7th.

Social Media:

- The District had a Facebook Post Reach of 10,975 for the month of July, which is a 43% increase from June.

Public Comment

None

MATTERS FROM COMMISSIONERS

Discussion: Commissioner Tenuta remarked that it is great that staff is working on a 2018 business plan but feels since FPC rentals is a generating revenue facility and our prices are less expensive than the surrounding areas for weddings, funerals, baby showers and meetings that the timeline for increasing fees and presenting to the Board should be sooner than November or December.

Commissioner Doherty expressed praises on the new signage at Big Surf and how great it looks; Director Yuell explained the design for the exterior of the building is cut from metal and covered with a seal coated material. Congratulations to the facilities management team and the marketing team on a great

job. Commissioner Doherty told Director Jarog that he likes the new format informing the Board with updates on the progress of current projects.

Commissioner Starr inquired if the District would have a grand re-opening of Clearwater Park. Both Executive Director Malartsik and Director Yueill stated that early September would not be a problem.

Commissioner Tenuta appreciated receiving the copy of the email from the pool patron expressing the wonderful job the pool staff, Sarah Thompson and Tiffany Barson are doing; she would also like to receive copy(s) of the response(s) given to patrons.

Commissioner Doherty welcomed Jason Hickman to the Park District; congratulated Jason on a great presentation.

Commissioner Tenuta remarked about the new signage at Lonquist Blvd. and wanted to mention that the lighting at the crossing is awful and motorists can't see if anyone is standing waiting to cross.

Public Comment

None

Adjournment to Closed Session

Commissioner Massie motioned to adjourn to closed session at 8:45 p.m. for Section 2c(21): Discussion of Minutes of Meetings Lawfully Closed Under this Act, whether for Purposes of Approval by the Body of the Minutes or Semi-Annual Review of the Minutes as Mandated by Section 2.06 ; seconded by Commissioner Tenuta.

<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.

Reconvene from Closed Session

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

ADJOURNMENT