

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 18, 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 Klicka
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
Barry Kurcz, Director of Business Services and Human Resources
Ruth Yueill, Director of Community Relations & Marketing
George Giese, Superintendent of Business Services
Teri Wirkus, Executive Professional Compliance 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 Klicka and was carried by unanimous voice approval.

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes from the Regular Board Meeting on December 14, 2016; 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.

Public Comment

None

ADOPTION ITEMS

None

APPROVAL ITEMS

A. Purchasing Policy- Amendment to Increase Purchasing Authority for the Executive Director

Discussion: Executive Director Greg Kuhs explained Governor Rauner signed Public Act 99-0771 into law that increases the amount of contracts requiring competitive bidding for supplies, materials, and work from \$20,000 to \$25,000. The Board discussed a few examples of purchases that could go out to bid and how many quotes per bid would be needed.

Motion

Commissioner Massie moved to increase the Executive Director’s purchasing authority limit from \$20,000 to \$25,000, per the District’s Purchasing Policies & Procedures; 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.

NEW BUSINESS

A. Schedule Special Meeting(s) – February 2017

As part of the search process for a new Executive Director- the Board President has called Special Meetings as follows:

- Thursday, February 2; 6 pm at Central Community Center
- Saturday, February 11; 9 am at Central Community Center

B. Tentative Budget and Appropriation Draft Ordinance for 2017

Executive Director Greg Kuhs stated the a draft of the Budget & Appropriation Ordinance has been placed at Central Community Center front desk; Des Plaines Library reference desk; Mt. Prospect Library reference desk and the Mt. Prospect Human Services Department for anyone who wishes to review the draft document. President Kurka stated the draft document of the Budget & Appropriation Ordinance will be listed on the March Board Meeting agenda for approval.

UNFINISHED BUSINESS

None

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 motioned to ratify December Accounts Payable checks and EFT’s in the amount of \$570, 897.17 as listed on the December 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 motioned to ratify December Payroll checks and Direct Deposits in the amount of \$458,301.34 as listed in this report; 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.

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

The Parks Foundation had a planning meeting for 2017 and discussed a variety of ideas designed to maximize visibility for the Foundation within the community:

- The tree campaign will be the main focus and campaign of the Parks Foundation in 2017.
- A mobile display will accompany board members to park district events-Mardi Gras, Strive for 5, Summer Concert Series, Fall Fest and Holiday Open House.
- 2017 is the 20th Anniversary of the Parks Foundation - June 29 Summer Concert will be the "Parks Foundation Anniversary Celebration."
- The Foundation will elect new officers at their May 2017 Board meeting.
- A Cabaret Night will be scheduled sometime in November 2017.
- Foundation Board Meetings, 6:30 pm at Central Community Center on Wednesdays as follows: March 8, May 10, July 12, September 13 and November 8.

Executive Report

Executive Director Greg Kuhs reviewed the following items:

Parks & Planning Report Highlights:

- Einstein Park Phase II - the project drawings and specifications should be completed near the end of January; anticipating on going out to bid in March with a potential construction start date in April/May 2017.
- Redwood Playground Relocation - Starting the process of developing drawings and specifications to submit to ComEd for the removal of the existing playground at Redwood Drive on ComEd property. The placement of the new playground would be on property owned by the Park District at Kopp Park with the playground location being selected to avoid problems with possible future redevelopment of new athletic fields in this area.

Golf Report Highlights:

- Final sales for the 2016 golf season were approximately \$1,470,000, surpassing our record year 2012 and exceeded our 2013 total sales by approximately \$145,000. Our rounds/revenue and

round/dollar remain right on track and has substantially improved since the renovation. The pricing structure and cost for golf fees will not increase for 2017.

Business & HR Highlights:

- Effective July 1, 2017, employers in Cook County will be required to pay a higher minimum wage that will continue to increase every year through 2019. While there is no direct impact to the District, the indirect impact on our part time employees could be tremendous. If nothing is done, this could result in a shortage or loss of summer employees to surrounding employers who are paying \$10 per hour or more. The district needs to remain competitive with the employers that have to comply with the new minimum wage increases in the coming years. As a result, park district program and membership fees will most likely need to be increased to help offset this higher labor cost.

Recreation Department Highlights:

- The Annual Recreation Department Year in Review for 2016 booklet was included in the Board Members packets.

Community Relations & Marketing Highlights:

- A special document was handed out at the Board Meeting which highlighted the accomplishments and work of Community Relations & Marketing Department for 2016.

IAPD/IPRA State Conference on January 19 through 21st at the Hilton Hotel/Conference Center.

Public Comment

Louis Goodman asked if past Board Members use of the district’s facilities and what the policy was. Commissioner Tenuta and Executive Director Greg Kuhs explained how the program works regarding past board members. Tom Hoffman, Attorney also explained the IAPD rationale regarding current Board Members – that it is justifiable (with reasonable use) and is intended to serve as a way to exercise some oversight duties with the programs and facilities for the park district.

MATTERS FROM COMMISSIONER

None

Adjournment to Closed Session

Commissioner Doherty motioned to adjourn to closed session at 7:52 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 – and –

-Section 2c(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 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.

Open Session was reconvened at 8:15 p.m.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

-Approval of Corporate Counsel Legal Services Proposal – Thomas G. Hoffman

MOTION

Commissioner Doherty motioned to approve the Proposal for Corporate Council Legal Services from Thomas Hoffman as presented; 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.

-Approval of Minutes, Reviewed in Closed Session

MOTION

Commissioner Doherty motioned to approve the content of the following Closed Session Minutes:

August 24, 2016 Section 2c(21): Review of Closed Session Minutes
September 28, 2016 Section 2c(11): Litigation
November 16, 2016 Section 2c(1): Personnel
December 14, 2016 Section 2c(11) & Section 2c(1): Litigation & Personnel;
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.

-Approval for Release of Closed Session Minutes, If any

MOTION

Commissioner Doherty motioned to move that it hereby be determined and hereby be reported to the public that the Closed Session minutes of:

May 23, 2012 Section 2c(11): Litigation
August 24, 2016 Section 2c(1): Review of Closed Session Minutes
November 16, 2016 Section 2c(1): Personnel

No longer require confidential treatment and are available for public inspection and that as to all other closed session minutes or portions thereof not yet released for public inspection the need for confidentiality still exists in order to protect the privacy of an individual and/or the public interest; 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.

ADJOURNMENT

Commissioner Murphy motioned to adjourn the Board Meeting at 8:20 p.m.; seconded by Commissioner Klicka and was carried by unanimous voice approval.

Respectfully submitted,

William J. Starr, Secretary