

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, March 21, 2018 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  
Bill Klicka  
Tim Doherty  
Ray Massie  
Mike Murphy

Administrative Staff:

Dan Malartsik, Executive Director  
Brett Barcel, Director of Golf Operations  
Brian Taylor, Director of Recreation  
George Giese, Superintendent of Business & IT Services  
Jim Jarog, Director of Parks & Planning  
Ruth Yueil, Director of Community Relations and Marketing  
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Lee Howard, GAI  
Brad O'Sullivan, GAI

Staff:

Bob Smith, Building Department Manager

Visitors:

None

**CHANGES OR ADDITIONS TO AGENDA**

None

### **APPROVAL OF AGENDA**

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

### **Public Comment**

None

### **APPROVAL OF MINUTES**

Commissioner Massie motioned to approve the minutes from the Regular Board Meeting on February 14, 2018; seconded by Commissioner Murphy.

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

Motion passed.

### **PUBLIC HEARING**

- A. Ordinance No. 755: Combined Annual Budget & Appropriation Ordinance-2018 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 2018, And Ending On The 31<sup>st</sup> Day Of December, 2018.

President Kurka announced: The next agenda item is a Public Hearing to receive comments on the 2018 Budget & Appropriation Ordinance. The proposed ordinance has been on display at the Mount Prospect and Des Plaines Libraries, Mount Prospect Human Service Department and at the Mt. Prospect Park District Administrative Office since January, 2018, and has been discussed at all meetings since November, 2017. All persons desiring to be heard will have an opportunity to present written or oral testimony with respect thereto.

President Kurka asked for written or oral comments from the Commissioners. None.

President Kurka asked for written or oral comments from the public. None.

President Kurka asked for additional comments from the public. None.

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

Motion

Commissioner Doherty motioned to finally adjourn the Public Hearing on March 21, 2018; seconded by Commissioner Murphy.

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

President Kurka declares the hearing finally adjourned.

### **Public Comment**

None

### **FOUNDATION REPORT**

Director Yueill reviewed the Foundation Board Meeting that took place on March 7, 2018:

- Pre-Plant Sale Fundraiser which will take place on May 10th from 6 p.m. to 8 p.m. at Friendship Park Conservative is coming along nicely. \$30 per person and the money goes to the scholarship program.
- New Park District website will have a "Donate Now" button on the Foundation Page.
- The dates to pick up the applications for the Annual Scholarship Program will be available from April 30<sup>th</sup> to June 18. The Awards will be presented at the band shell on Monday July 23.
- Park Foundation Board Members pledged \$3,000 to the current Veterans project which will commemorate Mount Prospect Service men and women killed in action.
- Tree campaign continues- yard signs placed in neighborhood parks beginning in June indicating a tree (s) in this park were planted through funds raised by the Parks Foundation.

### **ADOPTION ITEMS**

- A. Ordinance No. 755: Combined Annual Budget & Appropriation Ordinance-2018 and 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 2018, And Ending On The 31<sup>st</sup> Day Of December, 2018.

## **MOTION**

Commissioner Massie moved to adopt Ordinance 755- Combined Annual Budget & Appropriation Ordinance-2018 of funds for Mt. Prospect Park District, Cook County Illinois, for The Fiscal Year Beginning on the First Day of January 2018, And Ending On the 31<sup>st</sup> Day Of December, 2018; seconded by Commissioner Murphy

Commissioner Murphy read into the motion- Corporate Fund \$2,668,952; Recreation Fund \$8,487,734; Paving and Lighting Fund \$92,839; Federal Social Security Insurance Fund \$564,265; Liability Insurance Fund \$737,292; Handicapped Recreation Fund \$1,520,824; Illinois Municipal Retirement Fund \$880,000; District Capital Labor \$385,789; Bonds & Interest Fund \$5,351,649; Conservatory Fund \$897,948 and the total appropriation \$21,587,290

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

Motion passed.

- A. Ordinance No. 756: An Ordinance Declaring As Surplus and Authorizing The Sale, Conveyance, Trade-In Or Disposal Of Surplus Personal Property Of The Mt. Prospect Park District, Cook County, Illinois

Director Jarog and Bob Smith, Building Department Manager identified the items on the list and determined that these items are no longer useful to the District; budget impact from the sale of these items will be re-captured within the district's capital improvement fund for possible re-allocation towards the future needs of the district.

## **MOTION**

Commissioner Massie moved to adopt Ordinance #756 Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), the Board of Park Commissioners of the Mt. Prospect Park District has reviewed staff's report finding that the Property of no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such process as the Executive Director shall in his sole discretion determine; seconded by Commissioner Murphy

<b><u>Roll Call Vote</u></b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
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 Concession Agreement at Mt. Prospect Golf Course  
Director Barcel explained that Open Kitchens L.L.C. is an experienced and qualified vendor that has provided professional services to the Mount Prospect Golf Club for over 20 years and have been highly rated with the golfers in food quality and have exhibited an exemplary record in both food inspections and liquor license controls over the past 20 years.

#### **MOTION**

Commissioner Doherty moved to approve entering into a one year lease agreement with Open Kitchens L.L.C. for food service operations at the Mt. Prospect Golf Club for the period of 4/1/2018 to 3/31/2019 in the total lease amount of \$45,000.00 payable to the Park District; seconded by Commissioner Massie.

<b><u>Roll Call Vote</u></b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
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/Authorization to Sell Liquor at Special Events 2018  
Superintendent Giese reviewed the dates:

Thursday-Sunday June 21-24, 2018	<b>EVENT: Softball Tournament – ASA 17th Annual Chicago Championships</b>
<i>DATE/TIME:</i>	June 21, 2018 5:00 PM - 11:59 PM
	June 22, 2018 5:00 PM - 11:59 PM
	June 23, 2018 11:00 AM - 11:59 PM
	June 24, 2018 12:00 PM - 11:59 PM

Friday-Sunday August 10-12, 2018	<b>EVENT: Softball Tournament – House League Tournament</b>
<i>DATE/TIME:</i>	August 10, 2018 5:00 PM - 11:59 PM
	August 11, 2018 11:00 AM - 11:59 PM
(Rain Date)	August 12, 2018 12:00 PM - 11:59 PM

Thursday-Monday      **EVENT: Softball Tournament – ASA Major National Championships**  
August 30-September 3, 2018

DATE/TIME:	August 30, 2018	5:00 PM - 11:59 PM
	August 31, 2018	5:00 PM - 11:59 PM
	September 1, 2018	11:00 AM - 11:59 PM
	September 2, 2018	12:00 PM - 11:59 PM
(Rain Date)	September 3, 2018	11:00 AM - 11:59 PM

Saturday-Sunday      **EVENT: Softball Tournament – United Airlines Co-Ed Tournament**  
September 8-9, 2018

DATE/TIME:	September 8, 2018	11:00 AM - 11:59 PM
(Rain Date)	September 9, 2018	12:00 PM - 11:59 PM

Saturday-Sunday      **EVENT: Soccer Tournament – Green White Soccer Adult Tournament**  
September 15-16, 2018      *\*Green White Soccer Club is responsible for securing liquor licenses*

DATE/TIME:	September 15, 2018	11:00 AM - 11:59 PM
	September 16, 2018	12:00 PM - 11:59 PM

**MOTION**

Commissioner Murphy moved to authorize the sale of alcoholic beverages by Mt. Prospect Park District staff over the age of 21 at 5 softball tournaments and 1 soccer tournament scheduled to be held on various weekend dates during May, June, August and September, 2018, as more particularly set forth in the Board packet for this meeting; seconded by Commissioner Massie.

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

Motion passed.

C. Approval/Authorization to Serve Liquor at Special Events 2018

Superintendent Giese reviewed that in order to comply with the requirements of the State Liquor License and the Park District Code, the Board is required to authorize the serving of alcoholic beverages at special events.

#### **MOTION**

Commissioner Massie moved to authorize serving alcoholic beverages at the Chamber of Commerce Golf Outing scheduled for September 27, 2018 provided that the chamber meets the 4 standard requirements, as more particularly set forth in the Board packet for this meeting; seconded by Commissioner Klicka.

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

Motion passed.

#### **D. Approval of Central Community Center HVAC Bid**

Director Jarog and Bob Smith, Building Department Manager reviewed the background of the existing HVAC rooftop units (RTU) at the Central Community Center are almost 20 years old. The units at CCC have been experiencing frequent and more severe breakdowns over the past several years. Staff identified the three units in greatest need of replacement. The YMI Group, Inc. was the lowest responsible bidder at a total cost of \$87,600, which includes that addition of both alternates 1 and 2.

#### **MOTION**

Commissioner Murphy moved to approve the bid received from the YMI Group, Inc. for all work associated with the base bid plus alternates 1 and 2 for the replacement of three HVAC rooftop units at the Central Community Center with high efficiency replacement units and the associated ductwork in the amount of \$87,600.

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

Motion passed.

## **UNFINISHED BUSINESS**

### **A. Strategic Plan- Agency, Mission, Vision, Values- update**

Director Taylor explained the Leadership Team developed the District's Mission Statement, Vision Statement and Core Values. Over the last month, the leadership team met several times and decided on the following Strategic Themes based on the input received throughout the process:

- Customer Connection
  1. Manage First & Last Impressions
  2. Personalize Customer Experience
  3. Provide Exceptional Parks & Facilities
  4. Diversify Program Opportunities
- Financial Stewardship
  1. Maximize Non-Tax Revenue Opportunities
  2. Create Financial Best Practices
  3. Align Resources with Community Need
  4. Long-Term Capital Vision
- Internal Efficiency, Innovation & Technology
  1. Maximize Internal & External Communications
  2. Standardize Districtwide Processes
  3. Leverage Technology
  4. Inspire a Culture of Innovation
- Organizational & Professional Development
  1. Professional Growth & Development
  2. Positive Work Environment
  3. Organizational Accountability
  4. Employer of Choice

These four themes provide the foundation for the development of the goals and objectives. The Strategic Plan Committee created and developed 4 goals under each Strategic theme. Next steps include development of four to seven objectives per goal. Objectives explain how goals will be accomplished. These objectives will then be subcategorized in short, mid-range and long term objectives.

Executive Director Malartsik explained how nice it was to see the full time staff at the Managers meeting come together to work on the objectives for over four hours for the Strategic Plan. There were many ideas, discussion and enthusiasm while working on the objectives for the goals.

## **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 February 2018 Accounts Payable checks and EFT's in the amount of \$553,064.19 as listed on the Check Registers; seconded by Commissioner Murphy.

Discussion: None

<b><u>Roll Call Vote</u></b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
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 February Payroll checks and Direct Deposits in the amount of \$326,220.18 as listed in this report; seconded by Commissioner Murphy.

Discussion: None

<b><u>Roll Call Vote</u></b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
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 Dan Malartsik reviewed the following highlights:

- Grant Money Awarded: The Edward and Wanda Jordan & Mt. Prospect Parks Foundation have officially pledged \$40,000 each totaling \$80,000 for a new sign at the Friendship Park Conservatory.
- Central Community Center Construction Update: The District retained Wight & Company as architect and engineer for the NWSRA program improvements to Central Community Center.

All improvements are paid as part of a \$263,000 grant NWSRA received and allocated to the Park District. NWSRA will have exclusive usage to the improved are and will pay the district annual rent.

- Security Assessment: The District staff retained Facility Engineering Associates (FEA) as a pro-active step to conduct security assessments at Central Community Center, RecPlex, and Lions Recreation Center. FEA will deliver an emergency action plan that includes current federal and state best practices.
- Upcoming meeting and event reminders: Regular meeting- April 25, 2018; Easter Egg hunt at RP on March 24<sup>th</sup>; Cook County Statement of Economics Interest are in your emails; There hasn't been any vandalism recently but have had vandalism at Meadows with tire tracks; Demolition at 411 Algonquin Road will be next week.

### **Public Comment**

None

### **MATTERS FROM COMMISSIONERS**

Commissioner Murphy asked what the ratios of out of district residents and in district residents have signed up for golf passes with partner rounds. Director Barcel explained there are very few partner rounds; asked if the district is renting space for baseball due to the awful weather and Director Taylor stated we do have baseball teams renting space.

Commissioner Doherty asked the district to mention the two foundations that have sponsored the new sign at Friendship Park if possible on the sign itself; requested to have expenditures on certain pages for a complete analysis when talking about a specific revenues (i.e. Big Surf pool); thought the youth basketball program was awesome; liked the idea of having a IT committee.

### **ADJOURNMENT TO CLOSED SESSION**

Commissioner Doherty moved to adjourn to closed session for Section 2(c)(6)- to discuss the setting of a price for sale or lease of property owned by the public body; seconded by Commissioner Murphy.

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

Motion passed.

### **RECONVENED FROM CLOSED SESSION**

The Regular Meeting reconvened at 9:15 p.m.

### **TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION**

None

**ADJOURNMENT**

Commissioner Klicka moved to adjourn the Regular Board Meeting at 9:15 p.m.; seconded by Commissioner Murphy and carried by unanimous voice vote.

Respectfully submitted,

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William J. Starr