

APPROVED

REGULAR BOARD MEETING

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, October 16, 2013 at Central Community Center Facility of said Park District. President Doherty called the meeting to order at 7:03 p.m. On roll call, the following officers and commissioner were present:

Tim Doherty
Steve Kurka
Bill Starr
Ray Massie
Susan Walsh

Administrative Staff:

Greg Kuhs, Executive Director
Lee Howard, Financial Advisor
Cathy Miller, Director of External Affairs
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
Teri Wirkus, Executive Professional Compliance Manager

Visitors:

Dutch DeGroot
Chas. Westierling
Robert Kawalek
Linda Waycie

Professional Agents:

David Phillips, Speer Financial
Nicholas & Associates, Inc.

CHANGES OR ADDITIONS TO AGENDA

President Doherty requested to move the Ordinance #685 and Resolution #686 after the Executive Report and adopt the changes to the agenda. Commissioner Starr moved to accept the change in the order on the Agenda; seconded by Commissioner Kurka and carried by unanimous voice vote.

APPROVAL OF MINUTES

Commissioner Massie motioned to accept the minutes of the Special Board Meeting of September 18, 2013; seconded by Commissioner Starr and carried by unanimous voice approval.

Commissioner Kurka motioned to accept the minutes of the Regular Board Meeting of September 18, 2013; seconded by Commissioner Massie and carried by unanimous voice approval.

PUBLIC COMMENT:

Resident Dutch DeGroot thanked the Park Board and staff for the magnificent job on getting the plaque for Col. McKillop. President Doherty thanked Mr. DeGroot for his help and input on the plaque.

Resident Robert Kawalek expressed his dissatisfaction for closing the course for private events, the last closing the staff did try to give the golfers an opportunity to play before the event but his golf group could not take advantage of the offer. Mr. Kawalek noted that he and Mr. Kuhs had exchanged information (list of what events and the charities were scheduled). Mr. Kawalek reiterated that in his view charity events were not the purpose of this organization and the purpose of the Park District was for recreation. He asked if the Golf Course was compensated by the Prospect High School when used and the answer was yes. Mr. Kawalek would like the board to have a resolution stating residents would have primary use of the course for the entire year and the course would not be closed for private interests. President Doherty thanked Mr. Kawalek for his opinion and said all suggestions are considered.

PARKS FOUNDATION

None

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Consultant, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities. The district is doing very well on budget for this time of year. Commissioner Walsh questioned if the concessions from the golf course are included in the treasurers report. Brett Barcel stated the concession are in the report with rentals. Commissioner Walsh asked what analysis has been done when the Golf Course is closed. Lee Howard stated discussions are in progress, and additional information should be available at the November meeting for discussion. Executive Director Kuhs indicated staff has been looking into an option of selling a pass in 2014 that could be used for the next two golf seasons (2014 & 2015). Commissioner Walsh questioned where to find the expenses for

concessions. Lee Howard stated the information could be found by departments and facilities under revenues and expenses in the monthly budget report.

Commissioner Walsh referred to the bank statement chart and Lee Howard explained that funds for the accounts payable and payroll accounts are transferred from the money market. The bottom chart is comparing interest rates from the different banks. Commissioner Walsh would like a better explanation on the accounts and what is taken out of each account (ie: payroll, accounts payable, social security and so forth). Lee Howard stated he will give the Board a worksheet on where the social security, IMRF etc., is taken from. Commissioner Walsh asked if Lee Howard transfers money between funds during the year. Lee Howard stated it is rare and it would have to be approved by the board. Lee Howard also explained the purpose of the Internal Service Fund.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Kurka motioned to ratify the payment of the accounts payable for the month of September 2013 for check number 166900 through 167239 in the amount of \$679,210.96; seconded by Commissioner Massie.

Discussion: Commissioner Walsh asked why there are blanks on the voucher description and Lee Howard stated that it is the continuation from the following page.

<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 Starr	X		
Commissioner Tenuta			X
Commissioner Walsh		X	

Motion carried.

RATIFICATION OF PAYROLL

Commissioner Kurka motioned to ratify the payment of the salaries and wages for 09/11/13, 09/25/13; check numbers 203210 through 203881 in the amount of \$290,995.14; seconded by Commissioner Massie.

Commissioner Walsh questioned the Board if they have ever seen any of the numbers, salary list or underlining numbers that they are approving.

Commissioner Kurka stated that he feels that the staff is accurately recording the payroll and he really does not need the breakdown of each part time employee and backs the staff by approving the payroll as a board member. Commissioner Kurka asked Commissioner Walsh if she had any evidence that this is not an accurate report. Commissioner Walsh stated she does not believe in rubber stamping payroll. President Doherty stated we are cutting checks off of salaries dictated by staff and our Executive Director. President Doherty and Commissioner Kurka explained that is why there is an Executive Director, staff, a budget and we as a Board need to entrust the staff to do that. Commissioner Walsh asked Executive Director Kuhs for the salary list. Executive Director Kuhs stated he would provide that if the Board desires. Commissioner Kurka stated he does not need to see that information because he believes as Board Members; it is our responsibility to uphold and support the staff. Commissioner Walsh stated it is very common for boards to have this oversight because when they approve things they should actually know the details of numbers that are being approved.

<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 Starr	X		
Commissioner Tenuta			X
Commissioner Walsh		X	
Motion carried.			

EXECUTIVE REPORT

Executive Director Kuhs reviewed the highlights from the packet; Barry Kurcz with his committee is researching the payroll time keeping system and plans to have the system in place this coming year. Currently, there is a marketing push for the newly re-structured fitness membership plan options. Cathy Miller’s report stated we have won the Gold Award for Excellence from the Wisconsin Community Media and the Alliance for Community Media. The fall rates are now in effect at the Golf Course and the fall course maintenance has begun. Special congratulations to the Boys and Girls Golf Teams from Prospect High School. MPPD staff received accolades from the newspaper and Commissioner Walsh about the golf course staff and conditions. We are happy to work with Prospect High School and their golf program and wish them good luck at the state tournament. The Clearwater parking lot has been completed. The Veterans Memorial will take place on November 11 with the regular Veterans Day program at 10:30am followed by the dedication of the fountain. The Aquatics programs participation

numbers have gone up since last year. The Howlin' Halloween event takes place this coming Saturday. The Daddy Daughter Date Night event was a big success and the pictures from the event are included in the packet. The Board will hold a Special Meeting on Tuesday, November 5 at 6p.m. to review the first draft of the Budget for fiscal year 2014. The upcoming IAPD/IPRA State Conference will be January 24-25th, Board Members should let Teri Wirkus know if they will be attending. Since there are several Board Members who will be out of town on December 11th, Executive Director Kuhs asked the Board to look at their schedules in December for an alternate date for the Regular December Board Meeting. He requested Board Members send Teri Wirkus dates that may work. President Doherty asked Brian Taylor, Director of Recreation when the new launch for the Fitness Membership was. Brian stated that the Fitness Membership drive starts the Saturday of the Howlin' Halloween. Commissioner Walsh asked for details about the structure for the new Fitness Memberships. Brian Taylor stated that the old membership fee structure has been replaced with a simplified process - three different memberships and two ways to pay.

Commissioner Starr stated as an official of football, he wanted to know if we train and assign our officials only for basketball. Brian Taylor stated we train and assign all our officials in all the sports except inline hockey. Commissioner Starr asked if we are saving money with training and assigning all the officials. Brian Taylor stated he knows we are saving money. Commissioner Starr asked what the ticket price was for the upcoming Community Band's fall concert on November 17th at St. Paul's. The price is \$7 in advance and \$9 at the door. The Kid's On Stage Performances will be on Friday, November 15 in the evening and Saturday, November 16 with two shows, the times will be posted. The Howlin' Halloween Festival takes place on October 19th from 11a.m. till 3p.m. Executive Director, Greg Kuhs explained the Special Leisure Services is the foundation for the NWSRA and the Celebrate Ability Event is their major fundraiser which supports programs and activities for NWSRA,

Executive Director Kuhs introduced David Phillips from Speer Financial. Mr. Phillips provided information to the board about General Obligation Limited Tax Park Bonds. Mr. Phillips also explained the process of ratings with Standard and Poors and MPPD has recently been upgraded to A++- which is excellent. MPPD went to auction on the bonds and there were eight bidders participating during the 15 minute window of bidding. Mt. Prospect State Bank, Mt. Prospect, Illinois with a true interest rate of 0.9976% was the winning bid. The Mt. Prospect Park District has a good name in the market with a high level of bidder competition. Mr. Phillips recommends the bid from the Mt. Prospect State Bank because they were the lowest bid. Commissioner Walsh asked if there was a law about having all the accounts in one bank and accepting bonds from the same bank. Mr. Phillips stated the reason to go to bid on bonds is to accept the lowest bid - it's good to have a strong bank relationship especially when they are loaning MPPD money. Commissioner Walsh asked a variety of questions to Mr. Phillips about the interest cost calculations, debt services schedule, net interest rate, etc. Mr. Phillips stated that the Mt. Prospect State Bank does not buy the bonds to resell them, therefore there is no mark up. Some other bidders had fees or mark ups which caused their bids to be higher. Commissioner Doherty wanted to clarify the interest rates the first year would be .4% the second year would .7% and the third year would be 1.0% and the fourth year would be 1.2% but the overall the length of the four years would be 0.9959% . Mr. Phillips confirmed that was correct and proceeded to explain the schedule of the different bonds, the principal and interest and limited bonds.

Commissioner Klicka joined the Board Meeting at 8p.m.

Commissioner Kurka made a motion to approve **ORDINANCE # 685** of the Mt. Prospect Park District:

AN ORDINANCE PROVIDING FOR THE ISSUE OF \$2,700,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2013, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS, FOR THE BUILDING, MAINTAINING, IMPROVING, AND PROTECTING OF PARKS AND FACILITIES, THE REFINANCING OF CERTAIN CURRENT OBLIGATIONS AND THE PAYMENT OF COSTS OF ISSUANCE, AND FOR THE LEVY OF A DIRECT ANNUAL TAX TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS.; 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 Starr	X		
Commissioner Tenuta			X
Commissioner Walsh		X	
Motion carried.			

Commissioner Kurka made a motion to approve **RESOLUTION # 686** of the Mt. Prospect Park District:

A RESOLUTION DETERMINING THE AMOUNTS OF MONEY EXCLUSIVE OF LEVIES FOR DEBT SERVICE AND ELECTION COSTS ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION PURSUANT TO THE PROPOSED LEVY OF THE MT. PROSPECT PARK DISTRICT FOR THE LEVY YEAR 2013; seconded by Commissioner Massie

Discussion: There was a discussion with Commissioner Walsh and Lee Howard on the particulars of this Resolution for Proposed Levy year 2013. Lee Howard also explained to resident Robert Kawalek about the Truth in Taxation Law and what is required for the adoption of its aggregate levy, the corporate authority and what the county will allow for in property tax collection.

<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 Starr	X		
Commissioner Tenuta			X
Commissioner Walsh	X		
Motion carried.			

UNFINISHED BUSINESS

Executive Director Greg Kuhs, discussed the posting of Board Packets and Financial Documents on the website. He estimated it will take one to two hours each month to convert and post these items on the website. If the Board approves the posting of these items on the website, Executive Director Kuhs recommended the following items from the Board Packet be posted: Agenda, Director Reports, Unfinished Business Information, New Business Information, Ordinances or Resolutions for that month. Kuhs also presented a survey of what other neighboring park district's currently post on their websites. Commissioner Walsh stated there is so much information in the packets and it would helpful if the packet would be on the websites along with the Summary of Funds, Comprehensive Annual Financial Report, Annual Treasurers Reports (four pages) for the last four years. Commissioner Kurka agrees that the Board Packets should be on the website, provided that posting the information on the website does not become a full-time position. He also recommended that staff determine what should be on the website. Commissioner Starr also agreed with Commissioner Kurka.

Resident, Linda Waycie stated she would like to see a comparison with the Financial Reports.

Commissioner Walsh made a motion to put packets on the website with the following items: all information from the Board Packets to be put on line that is not confidential that includes the Agenda, Director Report, Unfinished Business Information, New Business Information, any Ordinances or Resolutions for that particular month and a separate line item be Financial Information include Accounts Payable, Payroll Disbursement Report, 4 years of annual summary of all Funds (2009-2012), Annual Treasurers Report (2009-2012) and include a one page Summary of all Funds up to date; seconded by Commissioner Kurka.

<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 Starr	X		
Commissioner Tenuta			X
Commissioner Walsh	X		
Motion carried.			

Executive Director Kuhs discussed the proposed Commissioner Email Policy Amendment. Part of the amendment recommends that if a Commissioner responds to an e-mail from the public, they should conspicuously state that the views expressed in his or her response do not necessarily reflect the position of the Park Board as a whole.

Commissioner Starr made a motion to move to approve the amendment to the Board email policy as present by our Attorney and put together by our Executive Director; seconded by Commissioner Massie.

There was a brief discussion about the process for receiving emails though the website. Executive Director Kuhs stated that emails sent to the Board will include the persons email address along with the email message.

<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 Starr	X		
Commissioner Tenuta			X
Commissioner Walsh		X	

Motion carried.

NEW BUSINESS

Executive Director Kuhs stated staff interviewed four different companies who could provide Construction Management services for the golf course project. Based on the interviews and the information provided by the firms, staff is recommending Nicholas & Associates for the purpose of providing construction management services for the golf course renovation project. Nick Papanicholas provided a brief overview of their company and their approach to providing construction management services for the park district. Commissioner Klicka asked about the cost for Nicholas & Associates. Executive Director Kuhs stated that at this time he recommended the Board authorize staff to proceed with negotiations with Nicholas & Associates for the purpose of engaging to serve as construction manager at a cost not to exceed \$340,000 and provide the park board with a suitable owner and construction manager agreement for its consideration and approval at the Special Meeting on November 5, 2013. This would allow us to get them on board as soon as possible for the golf course and the maintenance building phases of the project. Commissioner Doherty wanted Nicholas & Associates to explain what would be the next step...Nick Papanicholas stated that they would working with staff and managing the process for the bids and Nicholas & Associates have the experience on what to look for: potential bidders, bonds, insurance, and all the details associated with this project. There will be a project manager from Nicholas & Associates who is a Civil Engineer. Commissioner Starr asked who would have the deciding factor if there was a conflict during construction - the architect or the project manager. Nick Papanicholas stated they would find a solution and hold everybody accountable, just as the Board would hold Nicholas & Associate accountable. Commissioner Walsh asked if a about the running total of expenses are kept for the golf course and the maintenance building. Nick Papanicholas stated that there will be a report presented to the Board with all the figures on the progress of the project. Commissioner Walsh asked about the \$7.5 in the packet and Executive Director Kuhs explained this information on that document shows the estimated cost of the golf course project including the remaining architect fees, construction management fees and engineering fees which were not included as part of Esler Golf Designs contract. This document also shows an option to use a portion of a bond issue to also fund the replacement of two playgrounds which need to be replaced. Kuhs also explained that we will have MPPD golf staff would work on portions of the golf course portion of the project to help

save money. Commissioner Walsh indicated she would like to see information from the Internal Services Fund broken down showing what parts of the project the golf course staff would be working on. Commissioner Doherty stated the advantage of using a Construction Manager is that they would be present at the beginning stages of this project and would monitor the progress from the bids (documents) to the end of the project.

Commissioner Starr made the motion that the Board authorizes staff to proceed with negotiations with Nicholas & Associates for the purpose of engaging it to serve as construction manager for the golf course renovation project and to provide the park board with a suitable Owner-Construction Manager agreement for its consideration and approval.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Kurka	abstained		
Commissioner Massie	X		
Commissioner Starr	X		
Commissioner Tenuta			X
Commissioner Walsh	X		
Motion Carried			

There was a discussion on what the Architects drawings represented. Commissioner Doherty stated some options could be taken out of the drawing. The board would decide whether to include or take out certain options depending on the bids that are received. The Board needs to look at the bids before any decisions could be made.

Executive Director, Greg Kuhs reviewed the tentative Capital Project and Improvements for FY 2014. Staff anticipates that the majority of the items on the attached list would be completed or at least started in FY 2014. Commissioner Walsh asked if the Conservatory would be renovated. Kuhs explained that staff felt there were other items which were a higher priority. With limited funds, staff had to make decisions as to what projects/improvements they felt should be included on the Capital Projects and Improvements list for FY 2014. The status of the shared Dog Park was briefly discussed and Kuhs stated an update on the shared Dog Park will be an agenda item at an upcoming meeting. Commissioner Walsh asked what New Development was, and the Financial Software Upgrade presented on the Capital List. Kuhs explained the current financial software is outdated and staff has been researching different software products as a replacement. Kuhs explained that proceeds from a spring 2014 bond issue could be used for the golf course renovation as well as funding the replacement of two different playground areas . Lee Howard explained we have approved the bond issue and the items on the Capital Project and Improvements list are generally annual projects, as the projects come due then the Board would approve the bids (if bids are required). The Capital Project and Improvements list gives you a road map on what things staff feels are important to complete in the coming fiscal year.

Executive Director, Greg Kuhs explained this topic (Facility Discounts for Active/Veteran Military Personnel) was placed on the agenda based on an email that came through MPPD

website in mid-September to the Board of Commissioners. Commissioner Starr explained that Veterans do receive discounts at some businesses and he recommends the park district look at establishing some type of discount program. Mr. Degroot stated the military personnel would be able to show a card which would show their active military status stating if active or have served along with their identification. Commissioner Walsh feels if we offer discounts for active duty military, those individuals should be a resident of Mt. Prospect. Kuhs said he will come back with a recommendation from the staff regarding discounts for military personnel.

Executive Director, Greg Kuhs noted that staff's recommendation for the continuous cart paths and the timing for the closing of the golf course were included in the Board packets. Commissioner Walsh would like to have a committee meeting with the people in the community with discussion of the cart paths, financial, and the timeline for the closing of the golf course with options. Commissioner Starr stated that the memo from Brett Barcel (in the packet) explained what the different options were. Commissioner Walsh acknowledged she knows what the golf course staff recommends but she feels we need to have a discussion on what the residents want as far as the into the timeline for the project and financials. Commissioner Kurka stated that this project started six years ago and there were over 20 public meetings (including board meetings and committee meetings), we have received information from the public and there were financials at most of the meetings. We have seen the financials and we do have a timeline recommended by two Architects (to close down in July). We need to get the plans and information submitted for permitting as this can be a lengthy process through MWRD. Commissioner Walsh stated Esler said the construction of the maintenance building could proceed while the course is open.

Commissioner Kurka trusts the professionals and believes the timeline should be from July to July. Kuhs stated that Esler and Green will attend the November Board Meeting to provide an update. If the timeline changes that would affect the timing of the bidding on the golf course. Nick Papanicholas explained that you need two growing seasons to get new turf established.

ADJOURNMENT

There being no further business to discuss, Commissioner Kurka moved to adjourn the Regular Board Meeting at 9:45 p.m.; seconded by Commissioner Klicka and carried by unanimous voice vote.

Respectfully submitted,

Bill Starr, Secretary