

**APPROVED**

**REGULAR BOARD MEETING**

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, December 10, 2014 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00p.m. On roll call, the following officers and commissioners were present:

Steve Kurka  
Tim Doherty  
Bill Klicka  
William Starr  
Lisa Tenuta  
Susan Walsh

Administrative Staff:

Greg Kuhs, Executive Director  
Lee Howard, Financial Advisor  
Cathy Miller, Director of External Affairs  
Brett Barcel, Director of Golf Operations  
Brian Taylor, Director of Recreation  
Jim Jarog, Director of Parks and Planning  
Barry Kurcz, Director of Business Services & Human Resources  
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

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

Visitors:

Michael Murphy

**CHANGES OR ADDITIONS TO AGENDA**

None

**APPROVAL OF THE AGENDA**

Commissioner Doherty moved to approve the agenda and seconded by Commissioner Tenuta.

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

**APPROVAL OF THE MINUTES**

President Kurka asked for a motion for the approval of the November 5, 2014, Special Meeting minutes.

**Motion**

Commissioner Klicka moved to approve the minutes and seconded by Commissioner Tenuta.

Discussion: None

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

**Motion**

President Kurka asked for a motion for the approval of the November 12, 2014 Regular Board Meeting minutes.

Commissioner Klicka moved to approve the minutes and seconded by Commissioner Starr.

Discussion:

President Kurka and Commissioner Walsh gave page numbers (from the minutes) where accuracy of minutes was questioned. Asked that recording secretary go back and re-listen to the audio recording to determine necessary amendments to the November 12, 2014 minutes.

President Kurka stated the approval of the November 12, 2014 minutes will be tabled until the January 2015 meeting.

**PUBLIC COMMENT**

None

**PARKS FOUNDATION**

None

**FINANCIAL ADVISORS REPORT**

Lee Howard, Financial Consultant, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities.

Discussion:

Commissioner Walsh asked:

- why isn't the Conservatory revenues and expenses (ex: concession) listed, that would be nice to be listed
- if rentals for the Conservatory in the departmental expenditures could be added.
- it shows budget 2012/13/14; it would be easier to show actual numbers to compare the numbers to the budget; easier to break it up.

## **RATIFICATION OF ACCOUNT PAYABLE**

Commissioner Klicka motioned to ratify accounts payable for November 2014 disbursement for check numbers 170999 through 171274 in the amount of \$2,813,286.66; seconded by Commissioner Tenuta.

### Discussion:

Commissioner Tenuta remarked that she made a phone call to Barry Kurcz concerning the excessive AT&T bills (seen on the voucher list).

Barry Kurcz, Director of Business Serviced & R, explained he has been investigating the bill with AT&T, has filed a complaint to AT&T concerning the charges and their lack of response. (Barry will keep the Board updated)

Commissioner Walsh asked how long has AT&T been over charging.

Barry Kurcz stated since February.

Commissioner Walsh discussed with Executive Director Kuhs and President Kurka the reasons for the delay in informing the Board of the excessive billing of AT&T. Business Services department has been working on solving the AT&T situation.

Commissioner Walsh wants to add the EFT's check range into the reading of the ratification of AP check registers; she read into the record the following EFT's: 11-3-14 (10-29-14) to Illinois Municipal #111014; President Kurka explained that all the EFT's are in the total and do not have to be singled out. Commissioner Walsh continued with the reading of EFT's # (11-3-14) Flexible Benefits Corp. #031114; 11-17-14 (11-6-14) Illinois Dept of Revenue #111410; Flex Benefit Corp. #001110; Mt. Prospect State Bank #141110 that is over total of \$55,000; wants to mention what #'s & amounts of the EFTs so the Board could question the EFT's; continue with the reading of EFT's: 11/20/14 Mt. Prospect State Bank # 141124; Illinois Department of Revenue #111424; Flex Benefit Services Corp #001124; Principal Financial Group #142411; 11-24-14 ck reg 11-17-14 Illinois Department of Revenue #171411; City of Des Plaines #171214; ck reg: 11-24-14 Mt. Prospect State Bank #141124; Illinois Department of Revenue #111424; Flex Benefit Services Corp #001124; Principal Financial Group #142411.

Commissioner Walsh and President Kurka discussed the relevance of constant requests of information from staff and GAI concerning check registers and policy and procedure of the EFT's and approving of the total amounts of Accounts Payable.

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

Commissioner Starr stated regarding AT&T- when the fiber optic cable is completed and we don't have a contract—the District may do business with anyone using the cable.

**RATIFICATION OF PAYROLL**

Commissioner Klicka moved to ratify payroll for 11/14; check 214898 through 215585 for amount of \$291,227.60; seconded by Commissioner Doherty.

Discussion:

Commissioner Walsh would like to list the full time and part time employees.

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

## **EXECUTIVE REPORT**

Executive Director Greg Kuhs, reviewed the highlights:

- Dara James project has been delayed due to additional permitting from the City of Des Plaines and unseasonable cold weather in November. Planning a grand opening come Spring.

Commissioner Starr asked if the basketball court will be left without pouring of the cement. Jim Jarog, Director of Parks and Planning explained stone has been put down so this there will not a safety hazard.

- Purchased two new ice rink liners systems (Lions Park and Beau Drive) installed now waiting for cold weather.
- Brochure delivered around Thanksgiving.
- Summary of the approved change orders at the Golf Course Project in the Board Packet.
- Included as a separate document in packet is the Recreation Department's overview & highlights from 2014.
- Staff, Legal Counsel and Chapman & Cutler have completed the necessary paperwork for the self-reporting questionnaire; submitted to the SEC on 11-26-2014 ;information is included in the Board Packet
- Tracy Crawford, NWSRA will be attending our January Meeting to review their services and programs.

Commissioner Walsh asked Executive Director Kuhs if the Board received all the paperwork that was submitted to SEC. Executive Director Kuhs stated yes; discussion proceeded.

Commissioner Starr remarked the end of the year Recreation Report was very well done.

## **UNFINISHED BUSINESS**

### A. Board Policy for Approval of Leases and Contracts

Executive Director Kuhs did a brief review of the policy changes of the draft for the Leases and Contracts.

### Discussion

Commissioner Walsh would like to strike the words “when and if the President in his discretion” and his opinion finds further delay in execution would not be in the best interest of the District, and provided that in the event” because it is delegating to the President an awful a lot of power (feels that just the President and Executive Director would be deciding on contracts).

President Kurka responded that the wording is for an emergency situation and the contract eventually will come in front of the Board where they could reject it.

Commissioner Walsh asked what does notify in writing mean- does it mean email or letter and how soon (does that mean 24 hours).

Executive Director Kuhs stated that it would be by email and (ASAP); next business day.

Tom Hoffman, attorney explained the reason and language of the draft.

Commissioner Walsh asked if there was a written policy like this.

Executive Director Kuhs explained if there was that this policy would supersede it.

Commissioner Doherty stated this policy has enough safeguards and wording that as a Board member would be notified if the President/ Executive Director did take that action and Board will still have to vote on it; the people who signed the contract will be told that the Board has the right to reject the contract and may not be in fact a signed contract.

### **Motion**

Commissioner Doherty moved to approve the policy regarding written contracts between Park Board prior to execution as presented in our packet; seconded by Commissioner Tenuta.

### Discussion

Commissioner Starr asked if this would cover any re-negotiation of existing contract (contracts in existence today that are going to be renewed- will the Board be able to see it).

Commissioner Walsh would like to see the contracts that exist now.

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

**B. Purchasing Policies & Procedures Revisions**

Executive Director Kuhs explained the last revision was in 2005 and the reasons for the revisions.

**Motion**

Commissioner Doherty motion that the Board approve the Purchasing Policies & Procedures revisions as presented; seconded by Commissioner Tenuta.

**Discussion**

Commissioner Starr agrees with Commissioner Doherty that he likes the fact that the Executive Director reviews the purchases of the district.

Discussion about different levels of authority and the Executive Director Kuhs reviews every single purchase weekly.

Commissioner Walsh asked if the Board would be able to be informed if there is a purchase over \$10,000 to \$20,000; discussion on sealed bids with Executive Director Kuhs.

Commissioner Walsh would like to be notified when putting out Requests for Proposals (RFP's).



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

**NEW BUSINESS**

A. Schedule Special Board Meeting-Wednesday January 21, 2015

Greg Kuhs, Executive Director explained:

- The main purpose for the Special Meeting would be to discuss future direction for possible renovations to Big Surf Pool.

President Kurka stated a pool committee is way premature (nothing to talk about); would like to know what the Board thinks first; what other pools have done in the area; see a lot more data before we put a committee together.

Commissioner Walsh explained that people have talked to her about doing Big Surf; that was her question to the architects on how do they let the public know (talking to other park districts: Deerfield has a pool committee); get a smaller group and discuss; know four people that would like to be involved; at the conference there are exhibits; get suggestions on direction; get a five year capital plan on what we would like spend.

**Notice of Special Meeting:**

President Kurka called a Special Meeting of the Board for Wednesday January 21, 2015 at 6p.m. to discuss the Big Surf Pool.

**APPROVAL ITEMS**

A. Personnel Policy Manual Updates & Revisions

**Motion**

Commissioner Starr moved to approve the Mt. Prospect Park District Personnel Manual Updates & Revisions as presented with an effective date of January 1, 2015; seconded by Commissioner Tenuta.

**Discussion**

Commissioner Walsh asked for examples of Special Services Employees we have now (page 3 from the personnel policy manual).

Executive Director Kuhs gave an example of the golf pro's (get paid for teaching lessons).

Commissioner Walsh asked if there is any method of Board approval; tell the Board who has contracts for employee over \$10,000.

Commissioner Tenuta talked about birthday party contracts but that is not employees.

Commissioner Walsh and President Kurka discussed the IT employee and business contract; would like to add- if an employee also has a company that works for the park district to let the Board know.

President Kurka stated this is for the manual handed to the employee when hired.

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

B. Mt. Prospect Park District Regular Meeting Dates for 2015

**Motion**

Commissioner Doherty moved to approve the 2015 Regular Meeting dates for the Mt. Prospect Park District Board of Commissioners as presented; seconded by Commissioner Tenuta.

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

**COMMENTS/MATTERS FROM COMMISSIONERS**

None

**ADJOURNMENT TO CLOSED SESSION**

Commissioner Starr motioned to adjourn to closed session under Section 2(c)( 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 Doherty.

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

**RECONVENE TO REGULAR MEETING**

President Kurka reconvened the Regular Meeting at 8:37pm.

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

**ADJOURNMENT**

At 8:40pm, Commissioner Doherty motioned to adjourn the Regular Meeting, seconded by Commissioner Starr. Motion carried by unanimous voice vote.

Respectfully submitted,

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William J. Starr, Board Secretary