

APPROVED

REGULAR BOARD MEETING

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, February 25, 2015 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Tim Doherty
Bill Klicka
Lisa Tenuta
Susan Walsh

Administrative Staff:

Greg Kuhs, Executive Director
Lee Howard, GAI
Brad O'Sullivan, GAI
Brett Barcel, Director of Golf Operations
Jim Jarog, Director of Parks & Planning
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services & HR
Teri Wirkus, Executive Professional Compliance Manager
Vic Rose, MPPD Youth Baseball & Softball Coordinator

Visitors: None

CALL TO ORDER: 7:03P.M.

CHANGES OR ADDITIONS TO AGENDA

President Kurka requested to table the discussion on Big Surf until the March Board meeting.

APPROVAL OF AGENDA & Motion

Commissioner Doherty motioned to approve the Agenda as amended; seconded by Commissioner Tenuta and carried by unanimous voice vote.

Discussion:

Commissioner Walsh stated for discussion:

- Resident has come to talk about the pool and President Kurka told her the Board would not be talking about the pool tonight.
- Wanted clarification the discussion at the last meeting stated that none of the Commissioner wanted to close Lions Park pool;

President Kurka stated:

Approved Special Meeting
2-25-15

- That was his interpretation also of the last meeting; as clarification that was presented as one of many alternatives.

APPROVAL OF MINUTES:

President Kurka asked for a motion for the approval of minutes of the January 21, 2015 Special Meeting minutes.

MOTION

Commissioner Tenuta moved to approve the minutes of January 21, 2015 Special Board Meeting; seconded by Commissioner Doherty.

Discussion: Commissioner Walsh question the statement on page 3 concerning if all the Commissioners were in agreement they would not be in favor of the pool closing and to take it off the table; would like clarification of the statement and if each Commissioner agreed.

Commissioner Kurka removed the motion until we listen again to the recording of the meeting.

MOTION

Commissioner Doherty moved to approve the minutes of January 21, 2015 regular Board Meeting; seconded by Commissioner Tenuta and carried by unanimous voice vote and one opposed.

PUBLIC COMMENT

Victor Rose, Baseball & Softball Supervisor addressed the Board. He explained his role as the baseball & softball supervisor and addressed two topics:

1. Meadows Park has three baseball fields and is heavily used in the summer time. The surface between the fields is covered with wood chips and this makes it difficult for people to maneuver. Wheel chairs are hard to push on the wood chips. He asked the park district to investigate the possibility of having asphalt instead of wood chips.
2. Park district has over four hundred acres of grass to mow and the maintenance staff does a great job. Suggested the park district hire additional summer help from April to July to drag the fields, etc.

Commissioner Walsh and Mr. Rose discussed the Mt. Prospect Baseball program, the different levels and the number of participants for the boys and girls baseball, the leagues; the volunteer positions (coaches) and the employees (umpires & Mr. Rose).

Commissioner Tenuta stated Mr. Rose made a good point about the wheel chair accessibility & walkers (with the wood chips) the District should look into it.

Mr. Rose explained he would like to have the Stallions division play at Meadows Park (handicap program) and they need this area to be accessible.

Commissioner Walsh and Director Taylor discussed the softball program and this is a committee of volunteers that oversee the softball program; Commissioner Walsh asked about the fields especially concerned about the girls' softball fields and Mr. Rose stated last year the fields were in good shape; Mr. Rose will be at both the girls and boys upcoming organizational meetings.

PARK FOUNDATION

Commissioner Tenuta stated to the Board that the Foundation was supposed to meet next week but this meeting may be postponed.

Commissioner Walsh suggested the Foundations minutes should be inserted into the Board packet when available.

FINANCIAL REPORT

Lee Howard, Financial Advisor, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities. He also stated this was a great start to the year for the district and was pleased with the way program revenue has come in.

Discussion:

Commissioner Tenuta stated we are looking pretty good.

Commissioner Walsh asked if we could add to the agenda; how to bring down expenses, and up revenues; look & talk about what programs that are doing well; have a discussion before we pass the budget; Brian Taylor could give us an idea what programs are doing well and what programs make a net profit; have an idea on what is making revenue; in the four years on the Board never heard that; what do the other Commissioners think.

Lee Howard explained the District is changing the accounting system and updating to a new accounting system; this evening both systems are presented to the Board (old & new systems checks); accounts payable and check register also in the old & new system; working toward having everything in one report.

Commissioner Walsh asked about the handwritten "E" on the report and if that could be electronically because of a concern that no one would have an idea what the "E" represents.

Lee Howard explained the "E" represents "EFT's" and the convention for the EFT's will start with the #9 in front in the future and box it off so you will know the difference between checks and EFT's.

Commissioner Walsh has asked every month for the account numbers on refunds and you stated you can't give them.

Lee Howard explained that they are working on this with the new system.

Commissioner Walsh is requesting just like the "E"'s are written in; she would like the account numbers for the refunds written in; account numbers for the refunds and what the refunds are for; are they refunds of classes and prizes; what funds are they coming out of.

Executive Director Kuhs explained that this request was addressed to the Board a couple months ago; if the full Board wants us to do that additional work (he believes this is not a good use of our time) we will do that.

President Kurka agrees with Executive Director Kuhs and would not be in favor of writing those down, suggested making an appointment with Director Taylor to review the refunds.

Lee Howard and Commissioner Tenuta discussed how the information is captured by the system and how the checks are run; consolidates all the checks entries invoices (from one company) with one check number; discussed being fiscally responsible in each department.

Commissioner Walsh asked a question on page 14 about who this employee was and Director Taylor explained this person was a contractual individual; contractual programs/individuals generally have a

Approved Special Meeting
2-25-15

60%/40% split (individual gets 60%/district 40%); wouldn't run the program if it wasn't financial sound; would cancel the program before we would run at a loss.

Commissioner Walsh would like a list on the contractual individuals and the programs.

Lee Howard gave an example on how to look up on the rainbow report the contractual programs.

Commissioner Tenuta feels the program guide has this information and she would rather have Director Taylor focus on new programs; President Kurka agrees and does not see a need for a P & L statement when the information is available in other places; and the other Board members do not see a need either.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka moved to ratify January Accounts Payable checks and EFT's in the amount of \$1,075,982.03 as listed on the January Check Registers; seconded by Commissioner Doherty.

Discussion:

Commissioner Walsh asked if the information has the "EFT"s and the totals of the "EFTs" and Lee Howard explained the EFT's are in the totals.

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

RATIFICATION OF PAYROLL

Commissioner Klicka moved to ratify January Payroll checks and Direct Deposits in the amount of \$260,364.72 as listed on this report; seconded by Commissioner Tenuta.

Discussion: None

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

EXECUTIVE REPORT

Executive Director Greg Kuhs reported:

- Mike Nugent from MRMA (Metro Risk Management Association) will attend the March Board meeting with an overview of MRMA.
- Met with Senator Murphy (OSLAD grant) no further information as this time.
- Waiting for a break in the weather to finish Dara James playground.
- Fertilizer building is 95% complete. The remaining electric hookup and the plumbing will be finished in spring.
- Fish Fry at the Golf Course started last Friday and will continue till April 3rd at the Club house.
- Last Saturday the Rec staff did a successful Mardi Gras Event at Rec Plex. Great turn out for a first time event, variety of activities offered with Basketball for the youth, reptile show and many exciting programs.
- There is information in Brian's report about the Spring Dance Recitals.
- Friendship Park Conservatory's newly decorated banquet room is open for meetings, weddings, etc.-stop over anytime for a tour. Three beautiful new light fixtures (thanks to the Mt. Prospect Parks Foundation) provide a new atmosphere to events of all kinds. The room was completely repainted - new draperies and new carpet was also installed.
- Still scheduling training for remaining modules in Smart Fusion. Also interested in potentially utilizing the Project Management feature and the Purchasing Card (P-Card) feature.
- AT&T fiber data lines are complete in buildings as well as public wifi for our buildings.

Commissioner Tenuta remarked how wonderful the Mardi Gras event went and congrats to Rec staff. Brian Taylor, Director of Recreation stated that the Mardi Gras event was well run and excellent event.

UNFINISHED BUSINESS

- A. Big Surf Pool Renovation-(Discussion)
This discussion was tabled until the March Board Meeting.
- B. Tentative Budget & Appropriation Ordinance-FY 2015 (Discussion)
Executive Director Kuhs explained that the Tentative Budget & Appropriation Ordinance has been made available for public inspection at CCC as well as Mt. Prospect & Des Plaines Libraries. The Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March Regular Board Meeting.

Commissioner Walsh asked for the Capital Projects budgets (not just what was approved in November) but the project funds: Fund 70-92& 93; Fund 94; would like to see what is owed for the golf course and what fits in the budget.

Lee Howard, financial advisor explained that there is no new budget – just tabulating what is left over (many 2014 bills still coming in and need to be charged back against the budgets); remaining budget for the entire capital budget will be given then.

Commissioner Walsh and Lee Howard discussed what Speer Financial projected for last year; what the amount, activity and monthly accruals for 2014; what part of these number are going

to 2015; so wants the accruals in January. Lee Howard stated the information will be in the packet for the March meeting.

NEW BUSINESS

- A. Five Year Capital Project/Equipment Plan Draft -2016 through 2020- (Discussion)
Executive Director Kuhs explained the Five Year Capital Project/Equipment plan (items & dollar amounts) were derived from the ACG Park & Facility Assessment plan (report) that was handed out and discussed at a prior Board meeting. This is a working document and staff will review and keep updating with the needs of the district. Staff is working on a format to present with details to back up the items presented and will be delivered (discussed) at the March meeting.

Commissioner Walsh asked if this information could be put on the website.
Executive Director Kuhs stated this document doesn't give enough complete information and staff is currently working on the back up on how the numbers were derived; then place the comprehensive documentation on the website when completed and approved.

- B. Back-up Generator Installation- Golf Maintenance Building-Village of Mt. Prospect
(Discussion & Potential Action)
Executive Director Kuhs explained the staff feels we should participate with the Village and the improvements would provide reliability to our maintenance operations.

MOTION

Commissioner Doherty moved to approve the installation of a back-up generator system for the Golf Maintenance Facility as part of the Village of Mount Prospect's new back-up generator system, at a cost of \$14,000; seconded by Commissioner Klicka.

Discussion: None

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

Motion passed.

- C. Re-scheduling of Wednesday, March 18th 2015 Regular Board Meeting

Motion

Commissioner Doherty made the motion to change the time of the Regular Board Meeting on Wednesday, March 18th 2015 to 7:30 p.m.; seconded by Commissioner Tenuta.

Approved Special Meeting
2-25-15

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

Motion passed.

Motion

Commissioner Klicka made a motion to reschedule the Regular Board Meeting from April 22, 2015 to April 29, 2015 Wednesday at 7p.m.; seconded by Commissioner Doherty.

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

Motion passed.

APPROVAL ITEMS

A. Approval of Bid for Janitorial Services – RecPlex- V&H

Executive Director stated that staff is recommending the Board to award the bid for cleaning service at RecPlex to the lowest responsible bidder- V & H Industries.

Motion

Commissioner Doherty moved to award the bid for the RecPlex Janitorial Services from April 1, 2015 through March 31, 2016 to V & H Industries in the amount of \$34,700.; seconded by Commissioner Klicka.

Discussion:

Commissioner Walsh discussed with Director Jarog why the janitorial services start in April and not in January; it's stated the next time we could realign the bidding to start in January.

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

Motion passed.

B. Approval of Purchase-Toro Groundmaster 4500D-Illinois Department of Central Management Services-Joint Purchasing Program

Motion

Commissioner Tenuta moved to approve of the purchase of a new Toro Groundmaster 4500-D from Reinders, Inc. in the amount of \$60,152; seconded by Commissioner Klicka.

Discussion:

Commissioner Walsh asked if the Toro Groundmaster is going to golf course fund can we have a list from this fund and what is left in this fund. Executive Director Kuhs said yes at the March Board meeting.

Commissioner Doherty commended staff for going to state for the joint purchasing program.

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

Motion passed.

C. Approval of Concession License Fee for 2015 Golf Season- Open Kitchens

Executive Director stated that staff recommends we contract with Open Kitchens for April 1, 2015 through March 31, 2016 at a service rental rate determined by \$1,194/week from the opening day of golf course (TBD) 2015, through November 30, 2015.

Motion

Commissioner Doherty moved to approve contracting with Open Kitchens to provide food & beverage service at Mt. Prospect Golf Club from April 1, 2015 to March 31, 2016 at a concession fee of \$1,194 per week from the opening day of golf to November 30, 2015; seconded by Commissioner Tenuta.

Discussion:

Commissioner Tenuta & Commissioner Walsh discussed with Brett Barcel, Director of Golf Operations about the dates and the reason for the above dates, also suggested the district do Request for Proposals and change dates for future years.

Commissioner Walsh agrees with changing of the dates in the future and asked to table the motion for next meeting; discussed with Director Barcel, previous RFP's.

Approved Special Meeting
2-25-15

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

D. Approval/Authorization to Sell Liquor at Special Events 2015 (Discussion & Action)

Motion

Commissioner Tenuta moved to authorize the sale of alcoholic beverages by Mt. Prospect Park District Staff over the age of 21 for the following events for which a special liquor license must be obtained:

May 9- 10, 2015	Softball Tournament
June 25-28, 2015	Softball Tournament
July 18-19, 2015	Softball Tournament
August 6-9, 2015	Softball Tournament
September 3-7, 2015	Softball Tournament
August 1-2, 2015	Soccer Tournament
Seconded by Commissioner Doherty	

Discussion:

Commissioner Walsh questioned who gets the liquor licenses, do we sell the liquor and does the Park District get the revenue on the beer and tournament? The answer was yes.

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

Approved Special Meeting
2-25-15

- E. Approval of Plats of: Vacation, Easement, and Consolidation, Regarding the Mt. Prospect Golf Course for execution by the Mt. Prospect Park District by and through its President AND CONDITIONAL APPROVAL FOR THE RECORDING OF SAID PLATS with the Recorder of Deeds after: (1) approval of same by the Village of Mt. Prospect and all other necessary parties, and (2) the execution of same by all necessary parties as shown on each plat.

Executive Director Kuhs explained per discussion at the January Board Meeting, Groundwork, LLC has completed research and submitted final documents and plat information to the Village of Mt. Prospect for approval.

Motion

Commissioner Doherty moved that the Board of Park Commissioners of the Mt. Prospect Park District approve for execution by and through its President, the following with respect to the Mt. Prospect Golf Course:

1. Plat of Vacation for We-Go Trail and Man-a-Wa Trail, as revised 2/13/2015, as presented;
2. Plat of Vacation old access/water easement, as revised 2/13/2015 as presented;
3. Plat of Easement for new access/water easement, as revised 2/13/2015 as presented; and
4. Plat of Consolidation prepared by Thomson Surveying Ltd., as revised 2/13/15 but subject to the Plat of Consolidation being revised prior to execution to show the easement for public utilities located in vacated We-Go Trail; and subject to the authority of the Executive Director to approve such additional minor changes, if any, to any of the plats aforesaid as may be required by the Village after further review and which the Executive Director finds in his discretion to be in the best interest of the park district.

And further provided that the approval of such plats by the Board of Commissioners is expressly conditioned upon the approval of each such plat by the Corporate Authorities of the Village of Mt. Prospect and that each such plat shall be recorded with the Recorder of Deeds of Cook County only after the above approvals have occurred and once each such plat has been duly executed by the required signatories as show thereon.

Seconded by Commissioner Klicka.

Discussion:

Commissioner Walsh stated if you make changes please let the Board know.

Executive Director Kuhs said when we receive fully executed documents we could get copies to all the Board (if there are any changes)

Commissioner Walsh asked about the pin owing taxes-what property is this. Executive Director Kuhs and John Green –there is NO property taxes due - that was an error, and would not affect anyone around the golf course.

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

Motion passed.

F. Permission for the Village Generator Project to Proceed

Motion

Commissioner Tenuta makes the motion that the Village of Mt. Prospect be permitted to proceed with the installation (prior to the recording of the Plat of Easement referred to in the motion just adopted) of a generator and associated equipment, in the 65' x 65' new easement area at the Mt Prospect Golf Course, but not until a hold harmless and indemnification undertaking from the Village of Mt. Prospect in form and substance satisfactory to the park district attorney has first been received by the District. Seconded by Commissioner Klicka.

Discussion:

Commissioner Walsh asked about the new easement area and John Green explained the location and that the easement was just an expansion and would not affect the maintenance building.

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

Motion passed.

COMMENTS/MATTERS FROM COMMISSIONERS: None

Motion

Commissioner Doherty moved to adjourn to closed session:

SECTION 2(c)(1):FOR THE PURPOSE OF DISCUSSING PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF BY THE PARK DISTRICT.

SECTION 2 (C)(11): LITIGATION-TO DISCUSS THREATENED AND PROBABLE OR IMMINENT LITIGATION AGAINST THE PARK DISTRICT.

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 Klicka and carried by unanimous voice vote.

Open Session was reconvened at 10:26 p.m.

Approved Special Meeting
2-25-15

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

A. Approval of the Executive Directors Salary for the year beginning January 1, 2015

Motion

Commissioner Doherty moved to increase the salary of the Executive Director effective January 1, 2015 to \$141,000 and that his employment Agreement with the District in all other respects be ratified and confirmed.

Seconded by Commissioner Tenuta.

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

Motion passed.

ADJOURNMENT

There being no further business to discuss, Commissioner Doherty moved to adjourn the Regular Board Meeting at 10:28 p.m.; seconded by Commissioner Klicka and carried by unanimous voice vote.

Respectfully submitted,

Tim Doherty, Acting Secretary