

**APPROVED**

**REGULAR BOARD MEETING**

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, August 27, 2014 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 Starr  
Ray Massie  
Lisa Tenuta  
Sue Walsh

**Administrative Staff:**

Greg Kuhs, Executive Director  
Lee Howard, GAI  
Cathy Miller, Director of External Affairs  
Brett Barcel, Director of Golf Operations  
Jim Jarog, Director of Parks & Planning  
Brian Taylor, Director of Recreation  
Teri Wirkus, Executive Professional Compliance Manager

**Professionals:**

Thomas Hoffman, Attorney  
Jeff Zurlinden, Nicholas & Associates  
Dave Esler, Esler Golf Design  
Ben Kutschied, RCG Design

**Visitors:**

Rich & Harriet Malinowski

**CHANGES OR ADDITIONS TO AGENDA**

None

**APPROVAL OF AGENDA**

Commissioner Starr motioned to approve the agenda; seconded by Commissioner Doherty and carried by unanimous voice approval.

**APPROVAL OF MINUTES**

Commissioner Massie motioned to approve the minutes of the Regular Board Meeting of July 23, 2014; seconded by Commissioner Tenuta and carried by unanimous voice vote.

**PUBLIC COMMENT**

None

**PARKS FOUNDATION**

Commissioner Tenuta stated the Foundation meeting will be held on September 3, 2014 at 6:30 p.m. in the Board Room. 147 bricks have been sold for the Veteran’s Memorial to date.

Discussion: None

**FINANCIAL ADVISOR’S REPORT**

Lee Howard, reviewed the year to date departmental expenditures analysis, corporate funds, revenue trends and profitability of the District’s key revenue facilities.

Discussion:

- Discussion about rental of the grill at the GC and Community Center (GC, Pro shop etc.) expenses.
- Big Surf is closed but Meadows is still open; program numbers are up. Prospect High School will be using Meadows pool as a rental.

**RATIFICATION OF ACCOUNTS PAYABLE**

Commissioner Doherty moved to ratify the payment of the accounts payable for the month of July 2014 for check numbers 169757 through 170078 in the amount of \$736,792.48; seconded by Commissioner Tenuta.

Discussion: Commissioner Walsh and Lee Howard discussed the reasons why the voucher lists shows a different amount from the ratification of accounts payables shows, including the refund amounts. Also to include the refund checks with the check #'s in the ratification vote. Lee Howard stated that he will check into and have clarification at the next meeting.

Commissioner Doherty made a substitute motion to approve the accounts payable for July 7<sup>th</sup>, 2014 in the amount of \$180,524.14; for July 14<sup>th</sup>, 2014 in the amount of \$154,880.18; for July 21, 2014 in the amount of \$185,212.79; and July 28, 2014 in the amount of \$210,340.79; including refunds for July 7<sup>th</sup>, 2014 voucher list # 169821 through #169836 in the amount of \$2,502.25; refunds for July 14<sup>th</sup>, 2014 voucher check# 169895 through #169902 in the amount of \$766.00; refunds for voucher July 21<sup>st</sup>, 2014 check # 170005 through #170010 in the amount of \$724.00; refunds for voucher July 28, 2014 check #170072 through #170078 in the amount of \$742.00; second Commissioner Tenuta.

<b><u>Roll Call Vote</u></b>	<b><u>Ayes</u></b>	<b><u>Nays</u></b>	<b><u>Absent</u></b>
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 Doherty moved to approve payroll for 7/7/14 & 7/21/14 for check # 211232 through 212209 in the amount of \$403,389.94; seconded by Commissioner Tenuta.

Discussion: NONE

<b><u>Roll Call Vote</u></b>	<b><u>Ayes</u></b>	<b><u>Nays</u></b>	<b><u>Absent</u></b>
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 Greg Kuhs remarked:

- Potential Grant Funds have been appropriated in a recent Capital Bill and approved by the House of Representatives. Received the grant application paperwork & need to complete and submit to the Department of Commerce & Economic Opportunity. Staff is applying the grant toward the Einstein Project to free up some money for other capital projects.
- Time line for budget and capital projects/improvements for fiscal year 2015 included in packet.
- Suggest calling Special Meeting in early October to review and discuss Capital Projects; and Special Meeting in early November to present and review budget for fiscal year 2015.
- Fall Brochure was delivered on July 28<sup>th</sup>; External Affairs is also working with the web designer to develop a mobile version of the website for the residents.
- Completed projects: Tennis Court color coating; RecPlex parking lot repairs and gym floor replacement at RecPlex. (Pictures in packets).
- A current Park District Organizational Chart was included in the board packet.
- Business Services and Human Resources department has been working on the data line replacement (converting to fiber optic lines) to all our facilities; additional information may be presented at the September meeting.
- Business Services and Human Resources department working on updates to the personnel policy manual. Hope to distribute a draft of the manual at the September Board Meeting with the intent of reviewing the manual at a future Special Meeting (potentially at same meeting in October when Capital Projects/Improvements are reviewed).
- Playplex at RecPlex is being renovated with a new children’s climbing wall, ball pit, several new play structures, etc. in the coming months.

Commissioner Starr:

- Inquired the ownership of the cables from AT&T to our building after installation. Staff will check about the cable ownership.

Commissioner Walsh:

- Discussion concerning staying with AT&T and if there were bids or proposals. Executive Director Kuhs explained the lines to our buildings are antiquated, needed to be updated to fiber optic lines; staff already did research concerning the savings and benefits of staying with AT&T (best option).
- Discussion on the bids for playplex project. Executive Director Kuhs explained the equipment for playplex was funded through the Capital Funds.
- Asked the following be put on the Agenda for the Special Capital Meeting: Board's role in setting a dollar amount to approve (policy); Bring in proposals (AT&T& Playplex); legal boundaries to approve contracts.

Executive Director Kuhs explained that with AT&T is considered a utility.

Attorney, Tom Hoffman explained that telecommunication is exempt.

Commissioner Walsh:

- Discussion with Director Brian Taylor on the dollar amount for playplex (under \$19,000).

Commissioner Kurka:

- Inquired if the money for playplex was under Capital Improvements last year. Executive Director Kuhs stated this equipment was included within the Capital Improvement list

Commissioner Walsh:

- Talked about the dollar limit staff (Executive Director) has before the Board has to approve; Tom Hoffman, attorney explained that discussed the sealed competitive bids are necessary for labor, materials or supplies when the amount reaches or exceeds \$20,000, then staff comes to the board for approval or rejections of the bids; explained expenditures of Capitals and internal procedures (policy).
- Inquiring if contracts have to be approved by the Board;

President Kurka:

- Requested to add the item to the Agenda for the next meeting regarding the districts purchasing policy.

Commissioner Walsh:

- Discussion on the legality of contracts and board approval over \$1,000 dollars; Tom Hoffman reviewed contracts, purchase orders, and reiterated that all significant contracts come to the board for review and approval (professional service providers on capital projects; construction contracts; architect contracts, etc); prerogative of the board to define.

President Kurka:

- Stated this discussion on contracts is not on this meeting's Agenda item; recommends placing this on the Agenda for discussion at the October Special Meeting to discuss Capital Projects.

Commissioner Walsh:

- Requested the October Special Meeting Agenda item to set a minimum for Board approval for Capital Projects.

Executive Director Kuhs will provide the Board with a copy of the current park district purchasing policy at the October Special Meeting.

Commissioner Walsh:

- Requested the Capital project list for 2014 be placed on the MPPD website; with a nod of approval from the Board.

### **UNFINISHED BUSINESS**

#### **A. Golf Course Renovation Progress Update**

- Executive Director Kuhs stated monthly report in packet from Nicholas & Associates; summary of change orders already approved; GC moving along but weather has pushed us back a bit; birds eye view video of the GC Renovation on the park district website.
- Jeff Zurlinden, Nicholas & Associates reported the project is on task (schedule); some trucking issues this year with stone (Wadsworth is prepared);
- Site utility contractor moving along.
- Next few weeks are critical for the seeding of the area.
- The hook up of drains is worked on daily; weather permitting hope to have completed by September 15<sup>th</sup>.

#### **Public Comment-Golf Renovation**

Resident Harriet Malinowski addressed the Board:

- Concerning the 14th green and hooking up the big drain pipe first then adding the cart paths.

Jeff Zulinden, N & A Associates stated absolutely the drain pipe first then the cart path.

President Kurka:

- Golf Renovation updates and photos are being added to the park district website on a regular basis.

Commissioner Walsh stated the project is coming along nicely and was happy with how many trees were kept.

Dave Esler, Esler Golf Design:

- Tracking greens about 75% completed and going well.
- Monday morning team meetings to keep on track.
- Thanked Darrin and staff for going above and beyond.
- Brett, great job keeping everyone focused.
- Project on track.

Commissioner Tenuta stated the Golf Course looks amazing and beautiful.

Commissioner Starr stated the Golf Course looks great and wanted to know if the truck issue will be slowing down progress for seeding.

Jeff Zulinden, N & A Associates explained the trucks could be a shortage but there are no issues yet. Commissioner Starr stated the tees look great along with the irrigation!

Jeff Zulinden, N & A, Associates explained the driving/netting is ready to go possibly next week; schedule netting after moving fertilizer building.

Executive Director Kuhs expects to bring the recommendation of awarding a bid to the September Board Meeting for moving the fertilizer building.

## **NEW BUSINESS**

### **A. Meadows to Melas-Pedestrian/Bike Bridge Project Participation**

- Discussion if the Park District with other local partners (Village of MP & AH; AH Park Districts) would be interested in participating in this project.
- Bridge would span Northwest Highway from Meadows Park to Melas Park.
- Phase 1 engineering study is required prior to applying for federal grant funds. A Phase 1 study would include a report on various items (ie: type of bridge or type of access), site configuration (bridge location), environmental assessment, and construction cost estimate.
- The Village of Mount Prospect is trying to determine if all four partners are willing to commit to funding 25% of the cost of (estimated at \$27,500 per partner) conducting a Phase I engineering study.

Commissioner Tenuta:

- Was School District 214 or any of the school district from Arlington Heights/Mt. Prospect approached about being a partner with this project; project should be a Community Project.

Commissioner Massie:

- Expressed concern for the children who have to cross NW Highway & the railroad tracks; have seen them walking by the tracks.

Commissioner Kurka:

- What guarantee is there that Federal money would be available?

Commissioner Starr:

- Agrees that schools should be contacted.

Commissioner Tenuta:

- Also stated the danger of crossing Central Road; All needs must be addressed.

Executive Director Kuhs will relay these suggestions/comments/concerns to the Village; suggested the Board have further discussions on this project during the Capital Projects meeting.

### **B. Schedule Special Board Meeting-Capital Projects/Improvements & Proposed Personnel Manual Revisions & Updates.**

- Executive Director Kuhs suggested the date of Wednesday, October 8<sup>th</sup> at 6p.m. for the Special Meeting; Commissioners will check their availability.

## **ADOPTION ITEMS**

### **A. Amendment of Procedure Regarding Change Orders Pertaining to the Golf Course Renovation Project**

- The goal of this amendment to the change order procedure is to provide a method that will help avoid potential delays to the progress of the Golf Course Renovation Project.

Discussion: By combining the aggregate contract allowances (current balance of \$70,284) together, this will allow the park district to keep the project moving forward as change orders come through and need to be acted on in a timely manner; there have been (will) be change order reports; talked about getting feedback from the Board President or Board with change order decisions; change orders are reviewed and discussed with the contractor, architect, construction manager and others prior to them being submitted for consideration/approval; explanation of how allowance speaks to budget not expenditure and not part of the contract; authorized change orders be emailed to the Board.

**Motion**

Commissioner Starr motioned “I move that the authority previously given to the Executive Director by the Park Board on June 25, 2014, relative to Change Order requests in connection with the golf course renovation project be amended, on a going-forward basis, to no longer be limited to the amount of Allowance on any particular construction contract, but instead be subject to a remaining aggregate Project allowance of \$70,284 which may be utilized in connection with change orders on any one or more of the golf course renovation contracts; in all other respects the authority previously given regarding change approval processing for the golf course construction project shall remain in effect.”; seconded by Commissioner Doherty.

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

**B. Approval of Emergency Repair-Lions Recreation Center Air Conditioning Compressor-Temperature Service Company**

- The Air Conditioning compressor that cools and conditions the Lions Recreation building has failed and is no longer operational. In an attempt to minimize the disruption to the programs staff requests that these repairs be handled as an emergency since preschool and kindergarten classes start at the facility on September 2<sup>nd</sup>. The cost estimate for these repairs is \$23,869.04.

**Motion**

Commissioner Doherty motioned to approve the emergency expenditure of \$23,869.04 to Temperature Service Company for the purpose of replacing the air conditioning compressor at Lions Recreation Center; seconded by Commissioner Tenuta.

Discussion: None

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

**B. Adoption of Financial Services Agreement-Mt. Prospect Park District & Speer Financial, Inc.**

- Letter from Speer Financial explaining a new regulatory requirement for a Financial Services Agreement between a Municipal Bond Advisor (Speer) and Mt. Prospect Park District.
- Speer has been providing their services to the park district for many years, and staff recommends continuing this relationship

Discussion: The regulation comes from the FCC & MSRB and needs to be adopted in 2014.

**Motion**

Commissioner Tenuta motioned to move that the Board adopt the Financial Services Agreement between the Mount Prospect Park District and Speer Financial, Inc. as presented; seconded by Commissioner Doherty.

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

Motion carried.

- C. Resolution No. 699: Resolution Ratifying the Assessment for Calendar Year 2015 as Recommended by the Board of Trustees of the Northwest Special Recreation Association.
- NWSRA Board of Trustees establishes assessments for each park district; Funding for the park district's assessment comes from the NWSRA Fund.

**Motion**

Commissioner Tenuta made the motion to move that the Board adopt Resolution 669: A Resolution Ratifying the Assessment for Calendar Year 2015 as recommended by the Board of Trustees of the Northwest Special Recreation Association; seconded by Commissioner Walsh.

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

Motion carried.

**APPROVAL ITEMS**



**A. Acceptance/Rejection of Bids-Dara James Playground & Park**

- Staff recommends acceptance of the Base Bid, Alternate #1 (concrete walks), Alternate #2 (shade trees), Alternate #3 (Leahy Park Demo) and Alternate #5 restoring the grade of Leahy Playground upon its removal. The cost of the base bids with alternates is \$203,117.

**Motion**

Commissioner Doherty motioned to approve the Base Bid and Alternates #1,#2,#3 and #5 submitted by E Hoffman, Inc., for a total project cost not to exceed \$203,117; seconded by Commissioner Tenuta.

Discussion: On why #4 (back fill with soil) & #5 (grade it flat); waited for ComEd to tell us whether to back fill or grade it; ComEd chose to grade it flat;

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

Motion carried.

**COMMENTS/MATTERS FROM COMMISSIONERS**

- Commissioner Walsh volunteered to be on the Committee for the pools; get resident involved together for their suggestions.

Executive Director Kuhs is planning to present a timeline for the pool renovation along with suggestions on forming a committee to provide input for the project already has been working on a timeline for organizing a committee together for resident's suggestion.

- Commissioner Tenuta stated residents are raving with positive comments about the blue tennis courts.
- Commissioner Walsh suggested Tracy Crawford from NWSRA give a presentation to the Board about NWSRA. Executive Director Kuhs will contact Tracy and determine when she can attend a future Board Meeting.

**CLOSED SESSION**

Vice President Doherty motion to adjourn to Closed Session at 8:27 p.m. to discuss Section 2(c)(5): FOR THE PURPOSE OF DISCUSSING PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF BY THE PARK DISTRICT; seconded by Commissioner Tenuta.

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

Motion carried.

**RECONVENE OPEN MEETING**

Open Session was reconvened at 8:48p.m.  
ACTION, IF ANY ON MATTER DISCUSSED IN CLOSED SESSION

**ADJOURNMENT**

There being no further business to discuss Commissioner Starr moved to adjourn to the Regular Board Meeting at 8:49p.m.; seconded by Commissioner Doherty and carried by unanimous voice approval.

Respectfully submitted

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Bill Starr, Secretary