

APPROVED

REGULAR BOARD MEETING

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, August 28, 2013 at Central Community Center Facility of said Park District. Vice President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka-Vice President and Commissioner
Bill Klicka-Treasurer and Commissioner
Bill Starr –Secretary and Commissioner
Ray Massie-Commissioner
Lisa Tenuta-Commissioner
Susan Walsh-Commissioner

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
Teri Wirkus, Exec./ Prof. Compliance Manager

Park District Attorney Thomas G. Hoffman was also present.

Visitors:

Tom Rathz
Mary Ann Nickele
Mark Toberman
Dutch DeGroot
Chas. Westierling
Dave Shaffer
Ernie Lasse
Jim Polark
Jeff Everett
Marilyn Sherfey
Gary Snell
Don Norman
Billy Spears
Jon & Rhonda Kalkwarf
Ken Orms

Kevin Johnson
Ed DeVaney
Char French
Ron Reichl
Ken & Jean Marchini
Mike Murphy
Dan Wilk
John Taforro
Tom Doherty
Richard & Yolanda Niebrzydowski

CHANGES OR ADDITIONS TO AGENDA-None

PUBLIC HEARING:

Vice President Kurka stated the purpose of the hearing was to receive public comment on the proposal to sell General Obligation Limited Tax Park Bonds in the amount of \$2,700,000; the proceeds will be used for the building, maintaining, improving and protecting of the District parks and facilities, to refinance certain current obligations and for the payment of costs of issuance. Commissioner Walsh commented that last year (2013) the Board scheduled to issue \$2.5 million and this year it is \$2.7 million. The amount has gone up \$200,000 from last year and the Commissioners should be aware of this. Executive Director Kuhs stated the difference is the anticipation of selling bonds to fund the Golf Course Project and the timing of the interest payment in May 2014. Commissioner Walsh wanted to know if this is a rollover bond and not for the Golf Course Project. Executive Director Kuhs stated the intent is for ongoing capital improvements, projects needed every year and repayment of other outstanding debt obligations. Commissioner Walsh asked what dollar amount would be applied to the debt and capital projects out of this issuance. David Phillips from Speer Financial explained the schedule, out of the \$2.7 million, \$1,630,000 will be used to make payments on long term debt and an anticipated interest payment for the golf course bonds (if issued) late 2013 or early 2014, so \$1,010,000 of the roll-over bond issue would be available for capital projects/improvements with the remainder (approximately \$60,000) used for costs-of-issuance. Commissioner Walsh reiterated that we will use \$700,000 - \$1,000,000 million for capital improvements not major capital improvements. David Phillips also stated that issuance of these roll-over bonds would not increase property taxes.

Vice President Kurka asked for any comments from the public or any Commissioner. Since there was none, Vice President Kurka asked for a motion to finally adjourn the Public Hearing.

Commissioner Massie made the motion to finally adjourn the Public Hearing; 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.

APPROVAL OF MINUTES

Vice President Kurka asked for a motion to approve the minutes for the Special Board Meeting of July 23, 2013.

Commissioner Tenuta moved to approve the minutes of the Special Board Meeting of July 23, 2013; seconded by Commissioner Klicka and carried by unanimous voice vote.

Vice President Kurka asked for a motion to approve the minutes of the Regular Board Meeting; Commissioner Tenuta moved to approve the minutes of the Regular Board Meeting of July 24, 2013; seconded by Commissioner Klicka.

Commissioner Walsh wanted to discuss the motion made at the July 24th meeting and the type of vote that was taken for the agreement to go forward with the golf course. Commissioner Kurka commented the he believed he did not make a formal motion, he made a suggestion the Board agree to continue with the golf course project and it was a voice vote. Executive Director Kuhs stated that we will re-listen to the recorded minutes and suggested tabling the approval of the July 24th Regular Board Meeting minutes until the next meeting. Vice President Kurka concurred and no one objected.

PUBLIC COMMENT:

Resident Tom Rathz addressed the board asking if the RecPlex's Pool could have earlier hours on Sundays for the patrons that would like to do lap swimming. Mr. Rathz indicated a petition went around concerning this matter but had not been presented. Mr. Rathz suggested having a committee or liaison that would address pool matters to the board. Commissioner Walsh asked if a discussion concerning the pool hours could be put on the Agenda. Executive Director Kuhs explained that last winter an exception was made to hold a class in the pool on Sunday morning for a limited period of weeks. Sunday mornings have normally been reserved for ongoing staff training and pool maintenance requirements. Vice President Kurka would like staff to review the situation, and discuss if we could temporarily try earlier morning hours. Commissioner Tenuta stated that we do not need a petition to look into patrons' concerns; staff and the board do take patrons concerns seriously.

Resident Mary Ann Nিকেle lives on the Golf Course (near Hole 15) stated that she would like the Park District to come out and trim the trees. Commissioner Tenuta asked if Mrs. Nিকেle would leave the pictures and District will address the tree trimming and dead branches.

PARKS FOUNDATION

Commissioner Tenuta stated the next Foundation meeting is September 4th (Wed) at 6:30p.m., Central Community Center. New members are always welcome.

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. He reported that the district is doing very well on budget for this time of year. Commissioner Walsh would like the budget report categories the same as the budget that was passed. Executive Director Kuhs stated that a summary of Budget Report-Consolidated for the month end 07-31-13 was handed out. Tom Hoffman explained that capital projects are largely funded (to Mr. Hoffman’s knowledge) by bond issues, and passage of the Bond Ordinance constitutes in itself a Budget and Appropriation as well as a levy.. The Budget and Appropriation Ordinance need not contain capital projects that are funded by bond proceeds. Some districts do not reflect all capital projects in the Annual Budget and Appropriation Ordinance, and others do. Executive Director Kuhs added that there is a report in his Executive Report which shows a comparison of funds approved in the Budget and Appropriation Ordinance for FY 2011 and FY 2012 and funds spent, as well as a summary of the capital funds for those two years.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka moved to ratify the payment of the accounts payable for the month of July 2013 for check number 166149 through 166607 in the amount of \$887,249.04; seconded by Commissioner Tenuta.

<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 Klicka moved to ratify the payment of the salaries and wages for 07/03/13, 07/17/13, & 07/31/13; check numbers 200663 through 202230 in the amount of \$360,887.48; seconded by Commissioner Starr.

<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 Budget time line for 2014. The proposed plan for 2014 Capital Projects/Improvements will be presented to the Board for approval at the October 16th Board Meeting. A copy of a petition for Einstein Playground along with a follow-up letter from the park district was included in the board packet. An updated document outlining the procedure for responding to emails sent to the Board (through the park district website) was presented. There were several documents in the board packet concerning the golf course operations – including shotgun outing information, a 5 year overview of golf course revenue and expenses, and a summary of golf passes and discount cards for the past 5 years. A memo regarding some staff re-structuring in the Parks & Planning Department was also included. Executive Director Kuhs explained the Special Leisure Service Foundation (SLSF) exists to provide support and additional funding for the NWSRA. Mt. Prospect Park District will be sponsoring a table for the November 1, 2013 “Celebrate Ability Event” at Chevy Chase and if any Board Member would like to attend. The Becker Club Championship was a great success, thank you to our golf staff. The past Summer Concerts was a huge success and thanks to the District’s External Affairs Department on attracting financial support through sponsorships. The Dog Park discussions continue with Arlington Heights Park District and with MWRD. Commissioner Starr asked if the initial letter is generated by Arlington Height Park District and Executive Director Kuhs stated that since the area where the dog park would be located is on the Arlington Heights Park District portion of Melas, they were going to draft a joint letter from both park districts which would be then presented to the Village of Mount Prospect who would then submit the request to MWRD (since the primary lease of this property is between the Village and MWRD. New fitness center membership options will be introduced in fall. The park district allowed Prospect High School Girls Swim team to use the Meadows Pool and PHS was very appreciative. Commissioner Walsh stated she would like the Board to look into doing an Illinois Association of Park District’s (IAPD) Board Self Evaluation. She is concerned about the process and timeliness of getting emails which are sent to the Board through the website. There was continued discussion concerning certain emails and the procedures. The email process will be placed on next month’s agenda for further discussion.

UNFINISHED BUSINESS

Executive Director Greg Kuhs, discussed the Golf Course Renovation Project and explained that both architects are continuing to work on more specifics and details for the project. The staff and architects are still working on the premise that the actual construction work will begin in 2014 with the maintenance building being started first (plan as of now-go out for bids on this part of the project in late December/January), and the golf course portion would go out for bid in late March or early April 2014. Executive Director Kuhs suggested the Board call a Special Meeting for discussion purposes only (Golf Course) on Wednesday September 18th at 6p.m. to review the plans and updated cost estimates from the architects for discussion. Commissioner Klicka asked if there will be prices and Executive Director Kuhs stated that there will be estimates. Commissioner Walsh asked for a clarification on what is being discussed at the September meeting and what to tell the public if asked. Commissioner Kurka stated that at the Special Meeting on September 18 (where the public is welcome) at 6p.m.; both design architects will bring their best guess estimate on the cost of the project as it stands right now (design that has been approved from the previous board) with all the tweaks, recommendations and updates. The public may come in and voice their opinion at this meeting and find out what the final recommendations are. At the Special meeting the Architects will be asking the board to give them the authorization to proceed in preparing documents necessary to get permits, further refined cost estimates and bid documents. The Board will not be approving dollar amounts - that will come later when the bids are received. Executive Director Kuhs stated after the Special Board Meeting on September 18, the website will be updated on what was recommended; right now the website has the latest information. Commissioner Tenuta reiterated that any vote at the September meeting will only be to move forward with the construction drawings and specifications in preparation for permitting and bidding. The Special Board Meeting will be posted on the website, posted at all facilities and Golf Course emails. Attorney Tom Hoffman made the comment that the District is in favor of transparency, full disclosure and notification to the public. The legal guidelines we follow are from the Open Meetings Act by posting the Agenda in advance of the meeting, posting on the website and at facilities. Mr. Hoffman cautioned against having discussions at tonight's meeting as to what is actually going to occur at the Special Board meeting (September 18) because that Agenda will list specific items which will inform the public as to what will be discussed.

Vice President Kurka declared that there will have a Special Meeting on September 18th at 6p.m; Commissioner Massie made the motion to have a Special Board Meeting for the Board of Commissioners on September 18 at 6p.m; seconded by Commissioner Tenuta and carried by unanimous voice vote.

Resident Tom Doherty asked if the staff recommendation information on the website is null and void. Executive Director Kuhs stated there could be possible changes based on recommendations from the architects and further discussion. Mr. Doherty suggested presenting a hole by hole review at the Special Meeting. Commissioner Walsh asked what the final design will be. Commissioner Kurka stated that is what the Special September meeting will address and hopefully help us move forward.

Resident Ed DeVaney's interpretation is at September 18 meeting there will be a breakdown as to what is absolutely necessary at the golf course and certain information from the staff's recommendations with no vote with spending money just to get cost estimates. Come to the September 18th meeting to get information and then move forward.

Resident Ken Orms stated at some point the Board needs to decide this is the plan and we need to get bids on this. Use different options of one, two etc. and what the cost is "X" dollars.

NEW BUSINESS

Executive Director Kuhs requested authorization from the Board to solicit qualified firms to provide Construction Management Services for the Golf Course Project with a recommended firm and agreement selected for approval at the October 16 Board Meeting. Commissioner Tenuta wanted to know if this was standard practice. Executive Director Kuhs stated that for a project this large some park districts use construction management firms to help manage the project, coordinate scheduling of the work and make sure the project is done on time.

Commissioner Starr motioned to authorize Executive Director Greg Kuhs to solicit qualified firms to provide Construction Management Service for the Golf Course Renovation Project; seconded by Commissioner Walsh and carried by unanimous voice approval.

Commissioner Walsh made reference to an email from a resident concerning the Illinois Policy Institute's 10-point transparency checklist. Commissioner Walsh moved to adopt the Illinois Policy Institute 10 point transparency checklist. Vice President Kurka asked if there was a second for this motion.

Vice President Kurka declared that due to the lack of a second the motion died.

Commissioner Walsh moved to adopt transparency for our website and put financial documents on line (like our Comprehensive Annual Financial Report), and packets, and financial vouchers. Vice President Kurka declared that due to the lack of a second the motion died.

Commissioner Walsh moved to put the Board Packets on line. Vice President Kurka declared that due to the lack of a second the motion died.

Commissioner Walsh asked that the concept of posting Board Meeting packets and financial documents on the website be listed as an Agenda item for discussion at the next Board Meeting.

There was discussion on re-scheduling the September 25th Regular Board Meeting at Central Community Center in the board room to September 18th, 2013 at 8p.m. - after the 6p.m. Special Board Meeting--Community Center Board Room.

Commissioner Tenuta moved to reschedule the September 25, 2013 Regular Board Meeting of the Board of Commissioners to September 18, 2013 at 8p.m. at Central Community Center in the Board Room; seconded by Commissioner Massie and carried by unanimous voice approval.

ACCEPTANCE OF BID:

Executive Director Kuhs recommended the Board accept the bid from A Lamp Contractors, Inc. in the amount of \$100,913, and also allow a 5% contingency for the project for the total cost of \$105,959.

Commissioner Massie made the motion to accept the bid from A Lamp Contractors, Inc. in the amount of \$100,913 to perform the 2013 Parking Lot & ADA Walk Improvements at Clearwater Park plus an extra amount to include as a contingency for a total of \$105,959.00.; seconded by Commissioner Starr.

<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.			

RESOLUTION NO. 684:

Vice President asked for a motion to adopt Resolution No. 684 ratifying the recommended assessment for calendar year 2014 in the amount of \$350,276.42 as recommended by the Board of Trustees of NWSRA. Commissioner Tenuta motioned to adopt Resolution No. 684- NWSRA Assessment; second by Commissioner Starr.

<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.			

ADJOURN TO CLOSED SESSION

Vice President Kurka asked for a motion to adjourn to Closed Session.

Commissioner Tenuta motioned to adjourn to Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees of the public body per section 2 (c) (1); seconded by Commissioner Massie.

Roll Call Vote

	<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.

RECONVENE TO OPEN SESSION

Open Session was reconvened at 9:10 p.m.

ADJOURNMENT

There being no further business to discuss, Commissioner Klicka moved to adjourn the Regular Board Meeting at 9:11 p.m.; seconded by Commissioner Starr and carried by unanimous voice vote.

Respectfully submitted,

Bill Starr, Secretary