

APPROVED

REGULAR BOARD MEETING MINUTES

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, November 13, 2013 at Central Community Center Facility of said Park District. President Doherty called the meeting to order at 7:00 p.m. On roll call, the following Commissioners were present:

Tim Doherty
Bill Klicka
Bill Starr
Ray Massie
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
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
Jeff Langguth, Head Professional

Professionals:

John Green, Groundwork, Inc.
Dave Esler, Esler Golf Designs

Visitors:

Brad Shaffer	Dave Shaffer
Julie Maslanka	Joe Maslanka
Tom Helin	Mike Murphy
Gene Strack	Fred Durler
Wally Reed	Judy Balazs
Amie Bang	Stewart Smith
Rachel Leiner	Diane Geraghty
Ken Marchini	Kevin Griebfenow
Gunter Majzner	Robert Kawalek
MJ Frank	Jeff Everett
Ed DeVaney	Charles Wetterling

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL AGENDA

Commissioner Massie motioned to approve the Agenda for this Regular Board Meeting; seconded by Commissioner Starr and carried by unanimous voice approval.

APPROVAL OF MINUTES

President Doherty motioned to approve the Regular Board Minutes of October 16, 2013 as amended; seconded by Commissioner Tenuta and carried unanimous voice approval.

PUBLIC COMMENT

None

PARKS FOUNDATION

Commissioner Tenuta stated:

- No formal announcement.
- Next Foundation annual meeting at CCC on January 8, 2014 at 6:30p.m.
- Looking for new members and all are welcome.

FINANCIAL ADVISOR'S REPORT

Lee Howard reviewed:

- Year to date departmental expenditures analysis
- Revenue trends and profitability

Discussion: Commissioner Walsh & Lee Howard reviewed the totals of the concessions; when would the IMRF/Social Security numbers be separated on the treasurer's report. (The separations will begin in the January 2014 treasurers report.)

The following individuals addressed the Board:
Robert Kawalek; Fred Durler; Ed DeVaney, Stewart Smith

The following is a collective list of their comments:

- Would like to see Treasurer Report details on website.
- More information on Golf Course items, rentals & how fees are set.
- Interested in a breakdown on resident fees compared to coupons for nonresidents.
- Not fair if the rates are cheaper for coupon holders than resident.
- Thanked the district for posting the board packets on website.
- Suggested displaying of financials on the monitors during a meeting.
- Questioned the reason the board approves checks or disbursements after checks have been released.

Discussion: Brett Barcel, Jeff Langguth, and members of the community discussed the coupon procedure concerning residents and nonresidents. Jeff stated that coupons sold on line are priced between resident & nonresident rates and the coupons are offered for times when Golf Course has tee times they normally can't fill. The coupons do not devalue the resident rates. Brett stated the breakdown of the residents/nonresidents where submitted to the Board for review several months ago (showing a five years analysis). Commissioner Walsh would like to discuss starting up committee's again (would like to put on Agenda next month) since it is hard to discuss everything at board meetings.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka motioned to ratify payments of accounts payable for the month of October 2013 for check numbers 167240 through 167512 in the amount of \$2,100,599.65; seconded by Commissioner Massie.

Discussion: Lee Howard and Commissioner Walsh had a discussion regarding check vouchers and the process for paying bills. Mr. Howard stated that there has been a procedure in place for many years which allows Commissioners to call the Executive Director before Monday until 1pm, question an invoice and if needed have the check held from payment. Commissioner Walsh believes all the accounts payable should be on the website.

<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 motioned to ratify the payment of the salaries and wages for 10/09/13, 10/23/13; check numbers 203882 through 204620 in the amount of \$300,344.68; seconded by Commissioner Massie.

Discussion: None

<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

Greg Kuhs, Executive Director reviewed and informed the Board on the following items:

- Board Packet, Financials, & Audit have been posted on line.
- MPTV is developing a video which will be completely devoted to the launch of our new fitness membership program.
- Payroll Time keeping system-currently receiving quotes; the project team will prepare a formal recommendation to present to the Board in December.
- Upgrading Account Software-currently using 20 year old software; awaiting quotes from current carrier.
- Welcome George Giese as new Manager of Administration & Human Resources.
- Youth basketball registration is currently in progress.
- Cultural Arts embraced the spirit of autumn by hosting the first “Harvest Market” at the Howlin’ Halloween Fest (well received).
- The Community Band’s fall concert is Sunday November 17th at 3:30pm; celebrates the music of Germany.
- The Clearwater Parking lot replacement and ADA ramp installation are complete.
- We haven’t received any information back from the IMRF audit as of today.
- Future Board Meeting minutes will be a summary of the meeting - not verbatim.

Discussion: Executive Director Kuhs, Commissioner Walsh and Legal Counsel Mr. Hoffman discussed the legal requirements concerning audio recordings of meeting minutes; there is no legal requirement to keep audio recordings (recordings are used as an aid to compose the minutes). All written minutes are required to be kept by law. If audio recordings are kept after the written minutes are approved, Illinois State archive staff would decide when the audio recordings would be destroyed.

UNFINISHED BUSINESS

A. Golf Renovation Update

John Green from Groundwork provided updates on the maintenance building:

- Modification-moved Busse Road landscape into the first phase and treat that area as a true front yard and garden area in late summer.
- Took 500-600 sq. feet of paving out & condensed the yard area (this is still a working drawing).
- On schedule with 75% of drawings to go out for bid. (This gives Nicholas time to review the drawing and prepare to go to bid)
- Meeting at the Village Hall (Plan Commission) on November 14 for the Golf Course netting variance and approval for the set-up/take-down of the tent – No extended hours - just the current times when the tent is set-up/taken down.

Discussion: John Green and Commissioner Tenuta discussed how the view of the maintenance facility would appear to the residents. The view from the north would be a garden wall, landscaping no lights, no windows, just the garden walls and the Park District will be keeping the oldest tree on the golf course. Commissioner Klicka asked if the existing driveway will be used and the answer was yes with no additional driveways. John Green also talked about the height and square footage, the lifts and what is being stored in the facility. Commissioner Walsh discussed the bidding of the two projects (two phases); how to cut back if one project is already completed and the board having to vote on two different projects at different times. Executive Director Kuhs stated that the maintenance building would be out to bid sooner than the Golf Course and Nicholas & Assoc. would have estimates on the costs for the maintenance facility and the golf course. John Green talked about right sizing; the need not the want of the maintenance building, and there will have to be compromises which make sense for the project. The reason that the two projects are not bid out together is the need to construct and move into the new maintenance building, then remove the old maintenance building which will allow the course renovations to occur (the maintenance is in the middle and in the way of portions of the golf course plans). There was discussion concerning the maintenance building being out of code; the expense to bring the building up to code, and the reasons why the facility can't be torn down and just replaced in its same location. Some board members indicated they had never heard this before. Commissioner Walsh felt we should not move forward without knowing what the cost of the whole project would be. Commissioner Tenuta stated the costs must be adjusted and hopes the bids come in lower but until we go out to bid those figures are unknown. The maintenance facility is only a quarter of the project. Executive Director Kuhs explained that the estimated \$7.5 million cost includes that construction costs estimate, professional fees (architects, engineers, construction manager, etc.)

The following individuals addressed the Board:

Robert Kawalek; Joe Maslanka; Stewart Smith

The following is a collective list of their comments:

- Concerns about employee parking, exterior lighting, ventilation.
- Reasons why the storage building is being relocated.
- Additional time for the employees to get to new destination.
- Size of the old maintenance vs new maintenance building.
- Re-use of the lift has influenced the height of the building, why is the lift back hoe necessary.
- The reason for the variance of the netting.
- Adding square footage of the maintenance building; beautiful course and losing its character with netting and cart paths.

John Green explained that the employee parking would be 16 stalls and the only place the exterior lighting would be is in the yard area for security reasons. The ventilation of the new building would be adequate and up to code. The reason the maintenance building is being relocated is the facility is not up to code and this area is needed for the expanded driving range. The park district will be asking for a variance for the height of the netting from the Village for safety reasons – to both protect golfers in areas adjacent to the range and also golfers using the range. The Golf Course is used a lot for educational purposes of teaching golf lessons. The employees are working all over the golf course, being a small course employees could get to any part of the course with the carts and vehicles. Efficiency and necessity are the reason for the size of the old maintenance vs the new maintenance building. The maintenance crew uses the lift and the back hoe at least several times a week.

Dave Esler from Esler Golf Design provided updates for the Golf Course:

- Different place on the timeline than Groundwork.
- Still working on the individual hole plan (30 more days to get the plan).
- Irrigation issues- about a third way through the process and. drawings to submit to MWRD (rules are changing as of January 1st, 2014)
- The grading (construction document) is being coordinated with Groundwork; the grading for the 4th hole is complete.
- The flood planning with the permitting is being worked on with the drawings.
- There is an important timing issue and we must get the applications in by January 1st, 2014 (get on the list) before the rules have changed.
- Best to have time on the front end than the back end when it comes to seeding, drainage, etc. and to address all the issues.
- Esler will be submitting application with MWRD soon and on time.
- Wetland delineation has been completed (defines on the property what is wetlands and wet problems) and tied into the storm water management program.
- The 100' scale plan will show everything that would be impacted - whether filling in a fairway or raising a fairway (example) out of the flood plan we would need to provide compensatory storage elsewhere on the property.

- No issues with the flood plan and this means hopefully less money.
- Some changes to the plan on 18th hole due to the existing well house and pump not being moved.
- Everyone is cognoscente of the financial realities of this project.
- Plan is to be out to bid in the middle of April and permits submitted by the end of this year.

Discussion: There were questions from the Commissioners to Dave Esler:

- Shut offs (irrigation) for each hole: there will be zones for the shut offs.
- Material used for the pipes: hasn't been determined either PVC or HDPE.
- The board wants to see the project costs as low as possible: Mr. Esler agreed, and stated he is considering what makes most sense for the renovation to keep the course operating for the next twenty or thirty years as efficiently as possible.
- Each individual decision (in one area of the golf course) does affect other areas on the golf course.
- The size of the ponds: the ponds sizes have gotten smaller.
- Issues on the netting sizes: try to get variance for every possible netting size (one can envision) but that doesn't mean it will be needed for the driving range; try keeping the trees on both side of the driving range of the creek to hide the netting.
- Keeping mature trees; definitely try to keep mature trees.
- Timeline is adequate: Civil engineers feels timeline is adequate to get permits submitted on schedule.
- The need for two growing seasons; the earlier seed is established the better.
- Drainage on the lower 8 hole: previous meeting we discussed how we will use gravity instead of pumps; 14 hole drainage will also go to the creek.
- Necessary to have MWRD permits before going out to bid: for the overall course work we need the MWRD permits. (If permits are issued in the next 30 days).
- Timeline of going out to bid for the Golf Course: Beginning of March reasonable assumption.
- Timeline for starting construction is July, is anything wrong with starting in the fall and being closed the whole 2015 season: primary issue is the loss of revenue (huge impact with revenue on losing the whole golf season within one fiscal year) and the contractors want to start earlier (better weather).
- Financial impact of closing: the 2014 budget shows what the impact would be.

The following individuals addressed the Board:

Robert Kawalek; Fred Durler; Stewart Smith, Kevin Johnston, Ed DeVaney

The following is a collective list of their comments:

- Sure we could get contractors for project.
- Permits needed of what kind & change orders.

- Staff analysis' memo makes great points for cart paths; what are the surface choices for the cart paths; still not happy with cart paths; not building the course for maintenance.
- Whole idea for redoing the course was for drainage & irrigation only - more cost.

Discussion: Dave Esler addressed the questions from the public:

- There are a lot of hungry contractors and Nicholas & Assoc. will prequalify them.
- Primary permits are grading and erosion permits.
- Weller Creek situation: get water slower & cleaner to the creek.
- The construction manager will mitigate the permits and the change orders.
- One of the benefits to cart paths is the added revenue from the carts.

Commissioner Walsh discussed with Dave Esler the concerns some residents have with continuous cart paths; some people can't walk from the cart path to the ball (especially walking in the rain); other golf courses do not have continuous cart paths; would like an estimate of what the upkeep of the cart paths would be; like the square footage of the cart paths.

President Doherty stated we need to plan for cart paths in the design; if the Board wants to develop the paths now or ten years from now (at least we pre-planned). Commissioner Tenuta stated she understands the staff uses the cart paths for maintenance, too. The Board still needs to talk about cart paths in the future.

B. Discounts for Active/Veteran Military Personnel

Executive Director Kuhs reviewed the recommendations for the discounts for Active/Veteran Military Personnel:

- Active Duty Military Personal - Upon approval active duty military personal home on leave (& immediate family) are able to receive 50% off their choice of Premier Fitness, Fitness or Courts Pool & Track membership (or Summer Pool Pass and discount rates for golf greens fees at the MPGC for up to 6 months)
- Veterans - will receive 10% discount on current programs offered at the MPPD, this discount does not include golf, fitness or pool membership.
- Brian Taylor, Recreation Director explained how the decisions for military discounts were determined.
- Commissioner Starr stated this is an accurate 10% discount (Menards, restaurants etc have 10% discounts) for the Veterans in Mt. Prospect. This is a nice way of saying thank you.

MOTION

Commissioner Starr motioned to approve the proposed discounts for Active & Veteran Military Personnel as presented with the addition to include 10% discount for Fitness Memberships for Veterans (individual Veteran only - not to include discount for golf or the pool passes); Seconded by Commissioner Massie and carried unanimous voice approval.

NEW BUSINESS

A. Shared Dog Park Update

Executive Director Kuhs reviewed the updates on the Shared Dog Park with Arlington Heights Park District:

- Draft Business Plan and overview of the layout of the dog park at Melas Park on the website.
- Tentatively set a meeting date for Thursday, Jan. 9, 2014 to present plans & details to the public.
- Amendments to the current agreements with the Village of Mount Prospect to allow for the dog park.
- Funds for construction (our share) are included on the Capital Projects list (FY 2014)
- Diagram on how the park will be laid out.

Discussion: Commissioner Starr was impressed with the Dog Park Business Plan and the fact that it was included in the packet on our website.

The following individuals addressed the Board:
Rachel Leiner, Amie Bang, Gunter Majzner,

The following is a collective list of their comments:

- Request for public input on guidelines ex: young kids present at park, liability waivers for younger children (zero issues to date with young kids present).
- Max of two dogs or three (Village allows residents to have three dogs).
- Treats for the dogs be allowed for training purposes.
- Port a potty not really needed but would like a water source for the dogs.
- Dogs do argue but the owners could break it up (some changes of the wording).

Discussion: There was a discussion about how the maintenance would be split up, required vaccinations, and when the dog park project would go to bid. Executive Director Kuhs explained there would be a yearly schedule for maintenance (tentative scheduled for annually closed on Wednesdays for maintenance); Cook County has vaccination guidelines and rules. The project should go out to bid in early 2014 and hopefully be completed in early the summer. The draft information concerning the dog park is also available on our website (within the Board Packet for tonight's meeting).

MOTION

President Doherty motioned to reschedule the Regular Board Meeting of December 11, 2013 to a Regular Board Meeting for December 18th, 2013.

Seconded by Commissioner Tenuta and carried unanimous voice approval.

Commissioner Tenuta motioned to approve the Regular Board Meeting Dates for Fiscal Year 2014;

Seconded by Commissioner Starr and carried unanimous voice approval.

Commissioner Starr motioned to select Executive Director Kuhs as the IAPD Delegate to the Annual Business Meeting;

Seconded by Commissioner Klicka and carried unanimous voice approval.

APPROVAL ITEMS

Commissioner Tenuta made a motion:

TO AWARD THE 2014 YOUTH BASEBALL & SOFTBALL UNIFORM TO ARENA SPORTS USA, INC. IN THE AMOUNT OF \$53,248.75 PLUS A 10% CONTINGENCY FOR A TOTAL OF \$58,573.62.

Seconded by Commissioner Massie.

Discussion: None

<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 Tenuta made a motion to approve:

THE ATTACHED LIST OF CAPITAL PROJECTS/IMPROVEMENTS FOR FISCAL YEAR 2014.

Second by Commissioner Massie.

Discussion: Commissioner Walsh would like the Capital Projects/Improvements for Fiscal year 2014 on the website. There was discussion between Executive Director Greg Kuhs and Commissioner Walsh about the Capital Projects list and what carry over projects there are from prior years; draft (estimates) and anticipated list for the coming year.

<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 Tenuta made a motion to approve:

ORDINANCE NO. 687- AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES, FOR BONDS REDEMPTION AND INTEREST RETIREMENT, FOR ESTABLISHING AND MAINTAINING RECREATIONAL PROGRAMS, FOR THE PAYMENT NECESSARY TO BE MADE TO THE ILLINOIS MUNICIPAL RETIREMENT FUND, FOR SOCIAL SECURITY EXPENSES, FOR PAYMENT OF THE COSTS OF PROTECTING THE PARK DISTRICT AND ITS EMPLOYEES AGAINST LIABILITY, PROPERTY DAMAGE OR LOSS, FOR CONSERVATORY FUND EXPENSES, FOR A PAVING AND LIGHTING FUND, AND FOR SPECIAL RECREATION PROGRAMS FOR THE HANDICAPPED FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JANUARY, 2013 AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2013.

Seconded by Commissioner Massie.

Discussion: None

<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 Tenuta made a motion to approve:

RESOLUTION NO. 688- A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2013 AND ENDING DECEMBER 31, 2013.

Seconded by Commissioner Massie

Discussion: None

<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 Tenuta made a motion to approve:

ORDINANCE NO. 689- AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2013 TO PAY INTEREST ON \$3,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE) SERIES 2011B, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS

Seconded by Commissioner Klicka

Discussion: Tom Hoffman, MPPD Counsel explained what Ordinance No. 689 abating the tax and levy for the year 2013.

<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 Tenuta made a motion to approve:

ORDINANCE NO. 690: AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2013 TO PAY INTEREST ON \$4,000,000 GENERAL OBLIGATION PARK

BONDS (ALTERNATE REVENUE SOURCE) SERIES 2009A, OF THE MT. PROSPECT
PARK DISTRICT, COOK COUNTY, ILLINOIS

Seconded by Commissioner Massie

Discussion: None

<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.

ADJOURNMENT

There being no further business to discuss, Commissioner Massie moved to adjourn the Regular Board Meeting at 10:13p.m.; seconded by Commissioner Starr and carried by unanimous voice vote.

Respectfully submitted,

Bill Starr, Secretary