

APPROVED

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, June 24, 2015 at Central Community Center Facility of said Park District. Vice-President Doherty called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka-absent
Tim Doherty
Bill Klicka
Bill Starr
Lisa Tenuta
Ray Massie
Mike Murphy

Administrative Staff:

Greg Kuhs, Executive Director
Brett Barcel, Director of Golf Operations
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services and Human Resource
Ruth Yueill, Supt. of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Tom Hoffman, Attorney
Brad O'Sullivan, GAI

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Massie motioned to approve the agenda; seconded by Commissioner Tenuta and carried by unanimous voice approval.

APPROVAL OF MINUTES:

Commissioner Starr motioned to approve the minutes as amended; seconded by Commissioner Tenuta and carried by unanimous voice approval.

Public Comment

None

Parks Foundation

Ruth Yueill, Executive Director for the Foundation explained the new procedure for the engraving/placement of bricks on the Veteran's Memorial. The Foundation understands the emotional connection and would like to have a 5-6 week window (per quarter) to complete the engraving/placement of the bricks (weather permitting). The Foundations scholarship winners will be presented at the June 29th Monday night band concert.

Comprehensive Annual Financial Report (Annual Audit)-FY 2014

A. Acceptance of Comprehensive Annual Financial Report (annual Audit)-FY 2014

Lori DeFasio explained the process Knutte & Associates, P.C. uses in planning and performing the audit of the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of Mt. Prospect Park District.

For the year ended December 31, 2014, in accordance with generally accepted auditing standards; Knutte & Associates tested and found no exceptions with the following items: cash receipts, payroll, and vendors checks. They found that day to day accounting was done correctly; tested expenses; salaries' were properly reported to the IRS, IMRF, etc.; tested capital funds; performed general ledger tests and completed an analytical review. The auditors have no concerns; fund balances seem appropriate and they observe nothing with the audit that should adversely affect FY 2015.

Commissioner Klicka discussed with Lori the cash available and the revenue funds.

MOTION

Commissioner Massie motioned to accept the audit; seconded by Commissioner Klicka

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

Financial Advisor's Report

Brad O'Sullivan, GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities.

Commissioner Starr remarked the recreation revenue numbers were amazing. Director Taylor explained the numbers are very good across the board and we are off to a great start; trying new things for example hockey players are aging out so we are combining forces with the facility in Palatine to accommodate the need for more adult time on Wednesday nights – developing a feeder league for the young adults, etc.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka moved to ratify May Account Payable checks and EFT's in the amount of \$653,885.90 as listed on the May Check Registers; seconded by Commissioner Murphy.

Discussion: None

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

RATIFICATION OF PAYROLL

Commissioner Klicka moved to ratify May Payroll checks and Direct Deposits in the amount of \$325,401.63 as listed on this report; seconded by Commissioner Massie.

Discussion: None

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

Executive Report

Executive Director Greg Kuhs reviewed the highlighted the following items:

- Asphalt work: Path Improvement is scheduled to start June 26th with final completion date on or around July 24th; FPC parking lot work scheduled to begin July 13th through July 30th; Studio parking lot scheduled between August 19th through September 9th.

- Redwood Playground: this playground was installed around the mid 1980's and is the next playground that needs to be replaced; currently the playground is located on ComEd property and if the park district wishes to keep a new playground in the current location, it would require a new lease with Com Ed (took 5 years negotiation for the 2012 lease between the two parties); staff would like the Board to consider relocating the playground to Kopp Park when it comes up for replacement.
- New golf carts arrived and Visage GPS unites were installed the week of June 22nd.
- Driving range will not open early due to the slow growth of the bent grass tee area.
- The District will formally announce August 1st as the opening date; two shot gun events one on Saturday (a little elaborate) and the second on Sunday (not as elaborate); media day is July 30th and registration will begin July 17th for residents and July 20th for everyone else; some input from the Board about the first group to "Tee" off—three options: 1) auction off the spot and give the proceeds to MPGC junior golf, 2) draw the day of the event from the entire field to see who goes first, 3) just let the president of the Board's group tee off first.

Commissioner Tenuta: Option 1 is a great idea to tie it into the junior golf or the tree idea from the Foundation.

Commissioner Murphy agrees that it is a great idea but make sure to communicate where the money goes, huge project and the golf course will be awesome.

Commissioner Klicka asked if there were any plans for putting a pool at Kopp Park and suggestions on how we could get donations.

Executive Director Kuhs stated not at this time as the Board is focusing on Big Surf at this time.

- 14th Annual Chicago Championship: 16" softball teams will be competing in the National Tournament; our biggest tournament of the year about 40 teams; held June 25th-28th at Majewski Sports Complex.
- Looking for Commissioners to throw out first pitch at the Girls All-Star Game, if interested contact Brian.
- Strive for 5k run was held on June 13th with a little over 250 runners- great event.
- Thursday Night Concerts at Veterans Memorial Band shell, kick off tomorrow night!
- National Night Out event with MP Police Department will be held at Lions Park on Tuesday evening, August 4th.
- Float in the 4th of July parade are underway; parade theme celebrates the Arts in Mt. Prospect.
- The District's phone system is very antiquated and hard to find parts; Director Kurcz received refunds from AT&T and we will be proposing using the credits toward a new phone system; plan to bring a recommendation to the Board for consideration at the July Board Meeting.
- Director Kurcz reviewed how the P-cards (purchasing cards) program would work, its advantages and additional items that will need to be determined prior to implementing the program for the District.
- Reminded the Commissioners to wear your black shirts for July 29th meeting and arrive at 6:45pm.

Commissioner Starr and Director Taylor discussed Thursday concerts; scoreboard conversions; the awesome numbers of the summer day camp; our involvement in the Farmers Market in Des Plaines and the National Night Out Event with the MP police department.

The Board asked about for additional details and information concerning the P-card program; how will the receipts be presented, who would receive the P-cards, etc.

Unfinished Business

A. Big Surf Pool Renovation-Potential Selection of Firm (Discussion & Potential Action)

Executive Director Kuhs suggested hiring an independent affirm to complete an analysis and report on the condition of the pool and bathhouse as there are many things to consider as we begin the process of a potential renovation of Big Surf; there are a few structural engineering firms the park district has used in the past to evaluate and report on the condition of other types of structures. If the Board is comfortable with this approach, we could pursue this route to help determine the viability of re-using portions of the existing pool tank or/and bathhouse as part of the facility renovation process.

The Board discussed the idea of hiring an independent firm to do an analysis of the pool and the bathhouse, since two of the firms had differing opinions.

Executive Director Kuhs stated Director Jarog has contacted a structural engineering (CTL Group) to ask for a proposal.

Director Jarog explained the firm would have to pull core samples from the pool shell to make a determination after the pool is drained;

Executive Director Kuhs stated the next step would be the Board considering/approving a proposal at the July board meeting.

Commissioner Doherty stated (with concurrence from the rest of the Board) he would like staff to obtain a proposal for consideration at the July board meeting.

New Business

A. Einstein Playground Design Approval (Discussion & Potential Action)

Executive Director Kuhs remarked even though the community meeting had a small turn out of residents, we did receive good input that was helpful selecting the playground equipment.

Ben Kutschied from Ratio Architects presented an actual full-size color board of the equipment to the Board (the younger children liked it); Ben then proceeded on reviewing the different amenities of the proposed equipment: i.e.: climbing disk, tower with two slides; spinner structures for 2-5 years to play on; see-saw for 4 children; etc.

Executive Director Kuhs distributed a cost estimate and explained a portion of funding for the playground would come from the Special Recreation (ADA) fund.

Commissioner Klicka asked if the OSLAD grant funding is released from the State could we add more amenities on to the playground and the answer was yes based on the plan that was originally submitted for the grant.

Commissioner Doherty asked if the playground is accessible to wheel chairs and to the ramp entrance to the playground. Ben explained and showed where the accessible ramp would be in relation to the playground.

Commissioner Starr asked what the surface would be - Ben explained the same as Dara James Playground (wood chips).

Motion

Commissioner Massie motioned to approve the Einstein playground plan; seconded by Commissioner Klicka and carried by unanimous voice approval.

B. Concept Ideas for Future Softball/Baseball Fields (Discussion)

Executive Director Kuhs noted that capital funds were budgeted to evaluate three of our parks (Friendship, Gregory & Kopp) as potential locations for developing lighted 12" softball fields and a full-size lighted baseball field with dimensions to accommodate high school and adult games. From a programming and revenue stand point, staff believes the eventual re-development of Kopp Park for 12" softball fields would benefit the community while providing additional revenue. In terms of full-size lighted baseball field, Gregory Park looks to be the best location. The development of either facility will require a substantial capital investment (which is not currently included on the 5 year capital project/equipment plan).

Discussion:

The Board discussed different costs estimates, and whether the fields need to be lighted (increase revenue) and what other park districts have done; there was discussion about artificial turf and its added costs; parking and expansion of parking at Kopp Park; the impact of lighted fields on neighboring residences; adding a soccer field; discussed the drawings i.e.: Miracle Field by the parking lot; why not another little league field instead of a softball field (space and usage of the fields).

Commissioner Starr believed fixing what we have - maximizing the southwest field at Friendship Park (move outfield fences 20' further, move existing lights, adjust bases and infield area) could be a lower cost option for creating a full-size lighted baseball field; Commissioner Tenuta feels we are in a conceptual phase for the fields at this time. The consensus was to take another look at the option of making adjustments at the Friendship Park field.

Commissioner Tenuta asked if we looked into improvements to the path area by the ballfields at Meadows Park to make this area more accessible. Director Taylor stated the District needs to include this work to our capital plan based on the estimated cost of the project. Director Jarog explained we need to blacktop this area and it is on the 10 year plan.

Adoption Items

- A. Ordinance determining the General Prevailing Rate of Wages for Laborers, Mechanics and other Workers engaged in Construction of Public Works coming under the Jurisdiction of the Mt. Prospect Park District for the period of June 1, 2015 through June 31, 2016.**

Motion

Commissioner Starr motioned to adopt Ordinance No. 714 - An Ordinance determining the General Prevailing Rate of Wages for Laborers, Mechanics and other Workers engaged in Construction of Public Works coming under the Jurisdiction of the Mt. Prospect Park District for the period of June 1, 2015 through June 31, 2016; seconded by Commissioner Massie.

Discussion:

The Board discussed the process for determining the prevailing rate for workers.

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

B. Resolution No. 715- A Resolution Authorizing the Issuance of Individual Procurement Cards.

Tom Hoffman, Attorney explained the purpose of this resolution and how the process works for the procurement cards (limits, controls etc.); he recommends prior to approving implementation of the procurement card program, the Board reviews and approves the procurement program member account use agreement, the internal procedures and controls the district will follow with the procurement card program, and information showing card holders, limits, etc. This is the first step in the process and the information above should come back to the Board for further approval.

Motion

Commissioner Massie motioned to adopt Resolution No. 715- A Resolution authorizing the Issuance of Individual Procurement Cards; seconded by Commissioner Starr.

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

C. Master Intergovernmental Cooperation Agreement Regarding Recreational Use of Facilities between Township High School District 214 and Mt. Prospect Park District.

Executive Director Kuhs explained that School District 214 recently implemented a district wide rental program, versus having each school oversee the rental and payment process for organizations requesting use of school district facilities. By going with a district wide rental program it eliminates the unwritten agreements between the schools and organizations such as park districts. This agreement outlines facility usage between MPPD and District 214 by basically stating that each organization has facility usage rights based on approval of each District, with exception of the current turf IGA between MPPD and Prospect High School.

Discussion:

The Board and staff reviewed and discussed the details of the master intergovernmental agreement regarding which recreational facilities involved; how the denial process worked and the review of the paragraph concerning the denial of usage between District 214 and MPPD.

Motion

Commissioner Massie moved to approve the Master Intergovernmental Cooperation Agreement Regarding Recreational Use of Facilities between Township High School District 214 and Mt. Prospect Park District; seconded by Commissioner Murphy and carried by voice approval with one opposed (Commissioner Starr).

Comments/Matters from Commissioners

Commissioner Murphy is concerned the wood chips at Meadows baseball fields near the backstops are not wheelchair accessible - especially due to the wet spring. He believes before we do anything at Gregory Park, we need to make improvements to this area at Meadows. Commissioner Tenuta agreed and said this would be a smaller fix that would benefit a lot of people.

Adjournment

Commissioner Klicka motioned to adjourn the meeting at 9:10 p.m.; seconded by Commissioner Starr and carried by unanimous voice approval.

Respectfully submitted

William J. Starr