

Approved

Special Board Meeting

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, May 10, 2017 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:00 p.m. On roll call, the following officers and commissioners were present:

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

Administrative Staff:

Greg Kuhs, Executive Director
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
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Dan Malartsik

Visitors:

Louis Goodman

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

Public Comment

None

ADOPTION ITEMS

A. Acceptance/Rejection of Bids- Lions Memorial Bandshell Paver Replacement Project

Director Jarog updated the Board on the public bid results and the lowest bidder of the base bid plus alternate 2 was RGL II, Inc. The references provided by RGL II, Inc. were checked and appears to be qualified to do the work. K-Plus Engineering also recommended awarding the contract to RGL II.

MOTION

Commissioner Massie move to approve the award of a contract for the Paver Replacement Project at the Lions Memorial Bandshell to RGL II, Inc. for the base bid specifications in the amount of \$120,067.75 which includes base plus Alt #1 and #2/ all work; seconded by Commissioner Doherty.

| <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.

Revised Playground Equipment Layout- Kopp Park Playground

Director Jarog explained the playground equipment company was able to provide an updated equipment layout adding another bank of swings for the Kopp Park Playground. The next step will be bid documentation with the bid open on June 15th and then a presentation to the board at the June board meeting.

NEW BUSINESS

A. Community Interest and Opinion Survey-Consultant Presentation and Discussion

Ron Vine and Associates (RVA)

Ron Vine, President reviewed the following principals in his presentation to the Board:

- Citizens trust in the total objectivity of the research efforts
- Maximizing the use of publics’ time
- Focusing on implementation from the beginning
- Citizens see the “Collective Vision” in the public involvement process
- Building consensus-making citizen opinions matter

Project steps:

- Mailing of surveys will be done through first class mail to speed up mailing time
- All draft and final reports submitted to MPPD will indicate how many surveys were mailed to clearly indicate response rates.
- Web-surveys will only be sent to household who receive mailed surveys.
- All draft and final reports submitted to the MPPD will clearly indicate how many surveys were completed by mail, web and phone.
- All cross-tabs will clearly indicate how many surveys were completed under each cross-tab area.
- RVA is the only market research firm that is led by a parks and recreation professional that both has a master’s degree in parks and recreation, and served in the field for 13 years, including as a director for a city of over 100,000 populations.
- RVA staff has completed more parks and recreation surveys across the Country than anyone else.
- RVA staff has worked with more elected Boards and Commissioners than any other parks research firm.

- RVA staff has served as project managers for both strategic plans and master plans. Understands how to connect public involvement efforts to successful planning, management and funding issues.

aQity Research

Jeff Andreasen, President reviewed the following situation analysis and recommended research approach and methods:

- The scope of this research will include qualitative insights from three focus groups-the purpose of the groups is to identify any issues, concerns and opportunities that need to be included in the quantitative survey.
- Citizen's needs assessment-quantitative survey-from the focus groups feedback will help inform and clarify the topics that need to be covered in the community-wide survey of MPPD households. Given the size and population of the District, it was recommended at least n=400 completed surveys.
- First step would be a kick-off meeting with the board and staff to clarify the research objectives, review past survey and other MPPD data, and identify topics and questions to test.
- Recommendation of hybrid mail, online and phone survey approach. Given that nearly 18% of MP households are Hispanic or Latino-aQity Research will offer a Spanish-language version of the survey in both the online and paper/mail options
- Key metrics in the survey to compare to regional and statewide benchmarks.
- All design, programming, data collection, coding and data processing, phone interviewing, weighting, analysis, and reporting is done in-house by our experienced staff-with weekly updates on our progress throughout the data collection and processing stages.
- The analysis will be thorough and the final report will include detailed findings, along with an executive summary and clear, actionable recommendations.

ADJOURNMENT

Commissioner Tenuta motioned to adjourn; seconded by Commissioner Murphy and was carried by unanimous voice approval.

Respectfully submitted,

William J. Starr, Secretary