

APPROVED

SPECIAL BOARD MEETING

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Tuesday, July 23, 2013 at Central Community Center Facility of said Park District. President Doherty called the meeting to order at 5:30 p.m. On roll call, the following officers and commissioner were present:

Tim Doherty
Steve Kurka
Bill Klicka
Bill Starr
Lisa Tenuta

Administrative Staff:

Greg Kuhs, Executive Director
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, Exec./ Prof. Compliance Manager

Visitors:

James Howard

PUBLIC COMMENT

None

APPROVAL OF AGENDA

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

BOARD ORIENTATION

Executive Director, Greg Kuhs introduced our new Director of Business Services and Human Resources, Mr. Barry Kurcz to the Commissioners. Each department Director presented an overview of their departments and the Commissioners had an opportunity to ask questions.

GOVERNMENTAL ACCOUNTING, INC. (GAI)

James Howard has temporarily replaced Lee Howard during his absence. James reviewed the financial management functions, accounts payable; payroll and cash receipt functions of the finance department. He highlighted the longevity of his personnel with the park district and the assigned duties.

EXTERNAL AFFAIRS DIVISION

Cathy Miller, Director of External Affairs started her presentation with the goal of the department: Clear communication of the Park District's message resulting in customer retention and program enhancement. Cathy reviewed her departments responsibilities including: Communications, publications, public relations, employee relations, sponsorships, graphic design, website, promotions, special events, responsibilities of negotiation discounts with vendors, MPTV. Cathy also serves as the Executive Director for the Mt. Prospect Parks Foundation which is the charitable organization governed by an independent voluntary board. She explained the responsibilities of overseeing and maintaining finances for donation programs, Veterans memorial brick sales & orders, fundraising events, scholarship program, community events and deceased Veterans program. Cathy praised her staff of two full time, two part time and one contractual personnel for everything that the External Affairs department has and will accomplish. Commissioner Starr asked Cathy to explain what foundation funds are used for. Cathy gave an example that the foundation bought the ADA doors for each facility and when the state mandated the AED be in every facility, (not in the budget) the foundation purchased AED's and trained staff. Commissioner Kurka questioned how many hours it takes to maintain the website. Cathy explained that it depends on what events, programs are happening in the district, the hours could range anywhere from 10-20 hours per week or more. She indicated one of her staff is currently training individual staff to post their programs and event information onto the website. Commissioner Tenuta

stated that the foundation has to figure out how to recruit new members and how we could get more articles in the Daily Herald. Cathy stated she will look into this. The Daily Herald is a sponsor of the park district.

GOLF COURSE OPERATIONS

Brett Barcel, Director of Golf Operations stated the golf course personnel has longevity and are dedicated to our 18 hole upscale park district golf course. He reviewed the 2009-2012 average sales information including the green fees, pass sales, cart fees, merchandise, golf lessons, range fees, and food and beverage with Open Kitchens. Brett gave a brief departmental history and responsibilities and provided play demographics and their basic overall marketing and sales strategy. He explained the golf course's strength and being voted the best course in the area for three straight years along with an experienced staff commitment to resident golfers. Brett briefly explained the weaknesses; course is old and underground infrastructure is crumbling, the need for a new irrigation system, more storage for water, better drainage, expanded driving range. The presentation ended with a few comments about future opportunities with a redesign and what we could offer to continue to be the best course in the area. Commissioner Starr stated that the golf course staff always has a smile and is very helpful. Commissioner Starr suggested that golfers should be asked on the score card if they would like to be added to the email list. Brett & Cathy said they would look into that idea.

RECREATION DEPARTMENT

Brian Taylor, is the newly hired Director of Recreation. Brian gave an overview of the Recreation Division: 6 program areas, 10 full time employees, 6 Recreational Facilities, 2,700 programs offerings annually, 22,000 program registrations yearly and an annual budget of 5.4 million. Brian reviewed each recreational division:

Aquatic Division Highlights: 56,000 people visited our pools in 2012, 3,600 swimming lessons, 5,000 participants in Aquatic Exercise, Life Guarding, Swim Lessons and Swim Team Programs, and two Aquatic special events each year; Winter Wonderland at RecPlex Pool and North Pole Beach Party at Meadows Pool.

Athletic Division Highlights: 800 participants in Youth Soccer Leagues, 700 participants in Youth Basketball Leagues, 1,000 participants in Youth Baseball & Softball Leagues, 63 Adult Softball teams, 58 Adult Basketball Leagues, over 3,000 referee assignments, 15,000 participants in Youth & Adult Leagues, and MPPD has the largest 16" softball Leagues & tournament in Chicago. **Cultural Arts Division Highlights:** 1,000 Dancers in a combination of Ballet, Jazz & Hip Hop classes, 670 Dancers in the year-end dance recital, Home to the Impulse & Ballet Expressions

Dance Performance Troupe and The Studio continues to build its reputation as the place to go for Visual Arts. **Fitness Division Highlights:** 1,000 participants in specialty fitness classes, 1,000 hours of personal training, 2,900 visitors to fitness centers and 300 plus runners for Strive for Five -5k run. **Early Childhood Division Highlights:** 1,000 participants in Youth Tot classes, 900 participants in Summer Day Camps, 160 children in preschool, 200 children in after school program and 860 participants at the Howlin' Halloween Fest, special event. **Friendship Park Conservatory Highlights:** Host a number of Special Events including - Holiday Open House, Earth Day, Craft & Holiday Markets, E-Cycle, Spring Plant Sale and the Fishing Derby at Clearwater Park. Friendship also has Environmental programming and oversees the District's flowerbeds including the golf course. **Recreational Facility Highlights:** Central Community Center is 54,000 square foot Multi-Sport Recreation facility, full size wood floor basketball court, inline hockey rink, and a fitness center. Lions Recreation Center is home to our dance program & preschool program and is a multi-functional recreation facility. RecPlex is the district's premier Recreation Facility, 94,000 square foot multi-sport recreational facility, 3-basketball courts, indoor swimming pool, fitness center, preschool & after school programs and home to our professional recreation staff. Commissioner Tenuta asked Brian to look into programs for the snowbirds and the indoor tennis program. Brian said he will look into this. Commissioner Starr asked about youth baseball and if the numbers are going up or down. Brian will look into cross-marketing as a method to help build the youth baseball programs.

PARKS & PLANNING DEPARTMENT

Jim Jarog, Director of the Parks and Planning. Jim states that the Parks & Planning Division are the guys behind the scenes. Maintenance takes care of over 340 acres of park property which include 26 park district parks, 8 large facilities and concession stands, 4 swimming pools. There are 28 full time and 12 part time employees. Jim spoke briefly on what each employee's responsibilities were and how they relate to the district. The department maintains 45 vehicles: vans, trucks, etc., 3 large park mowers, 5 smaller mowers as well as a number of other equipment and tools to maintain the parks and facilities. Jim is the parks and facilities liaison between MPPD and residents, police, fire, public works, and school districts. The internal work orders for the district range from 750 to 800 annually. The work orders come from the facilities, managers or a special event being planned.

Building Division Highlights: maintains all our facilities, maintains operation of the 3 swimming pools, maintains and inspect all the districts lighting indoor and out, and are part of the emergency phone, seasonal responsibilities are to help maintain with the daily cleaning of the facilities, work orders, maintenance of pools for the

special events. In fall their responsibilities shift to closing of pools, drinking fountains, concessions, P. A. systems and in the winter they tend to focus on motors, and work with the grounds to clear snow and come spring they start with the pools, concession stand, etc. **Grounds Division Highlights:** maintain & repair over 340 acres of park district grounds, prepare and maintain 20 soccer fields, 8 football fields and 31 baseball fields, tennis courts, maintenance and bleacher repair, picnic tables, garbage cans etc. and when it snows to clear the walkways and parking lots. If it is cold enough they would maintain and prepare the ice rink, holiday decorations and work orders. Playground inspection repairs and maintenance of these areas. Set up and breakdown, of items or equipment (including electrical connections) needed for Special Events. **Automotive Division Highlights:** The three full time mechanics maintain all of the motor related items including: vehicles, tractors, golf equipment, vans, etc. to insure they are in safe operating condition. Commissioner Doherty commented that staff has done a fantastic job maintaining the grounds especially along the Com Ed right-of-way areas. Job well done! Executive Director. Greg Kuhs stated there are not many park districts that will maintain such a large area within the Com Ed right-of-way areas.

Executive Director, Greg Kuhs: Greg reviewed the roles of a Board Member: Represent the entire community, provide broad-based knowledge at meetings to what the community desires (no personal issues, don't be a board of one, leave the day in and day out functions to the staff), set policy that the Park District will function under (Board sets policy, staff sets procedures to accomplish the policy), develop a philosophy as to what parks, recreation and leisure opportunities should be in Mt. Prospect, work within the legal parameters of federal and state statues and be an advocate for the Mt. Prospect Park District. Greg also reviewed the major responsibilities of the Board including the Board Vision, managing residential concerns, and overall image of the park district. Greg explained the role of the administration and his overview of basic responsibilities, philosophy, management style and the relationship with staff. He reviewed Board Meetings, Special Meetings and the meeting format and meeting procedures that should be followed by the Board of Commissioners.

District's Attorney, Tom Hoffman: Tom handed out a memo to the board to follow along with his presentation on conducting Park Board meetings procedurally in accordance with Roberts Rules of Order, which is secondary to be conducted in

accordance with the Illinois Open Meetings Act. Tom reviewed suggestions that would be helpful for the Park Board meeting dynamics and the conduct of business with the public. Tom reviewed the Robert's Rules of Order process as it pertains to the following: agenda and the approval of the agenda, motions-the rules of how to proceed with motions, discussion-only items (not for final action), reports (sometimes for information or could include recommendations for action by the Board), deference to the Chair - no Commissioner should directly question anyone (must be done through the chair), maintaining order - any Commissioner may raise a Point of Order to call attention to a violation of the Rules of Order, and Public Comment(rules should be set and then adhered to by the Board). There were several questions to Tom about the Robert Rules of Order process from Commissioner Tenuta and Commissioner Doherty.

Executive Director Kuhs talked about the Agenda and how to add an agenda item for discussion purposes only. Commissioner Starr asked about reports and how to handle recommendations.

ADJOURNMENT

There being no further business to discuss, Commissioner Klicka moved to adjourn the Regular Board Meeting at 9:30 p.m.; seconded by Commissioner Tenuta and carried by unanimous voice vote.

Respectfully submitted,

Bill Starr, Secretary