

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 23, 2019, at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Lisa Tenuta
Bill Klicka
Tim Doherty
Ray Massie

Administrative Staff:

Jim Jarog, Interim Executive Director
Brett Barcel, Director of Golf Operations
Brian Taylor, Director of Recreation
George Giese, Superintendent of Business Services
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Lee Howard, GAI
Brad O'Sullivan, GAI
Tom Hoffman, District Attorney

Staff:

Barb Koch, FPC Facility Manager
Ann Rose, Rental Coordinator

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

President Kurka made a change to the Agenda to postpone the approval item for the emergency purchase and installation of three HVAC rooftop units due to the statue needing six commissioner to be available to ratify the emergency expenditures.

APPROVAL OF AGENDA

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

Public Comment

None

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes as amended from the Regular Board Meeting on December 19, 2018; seconded by Commissioner Tenuta.

<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.

NEW BUSINESS

- A. The Friendship Park Conservatory Update was presented by Director Brian Taylor. Barb Koch-Facility Manager and Ann Rose-Rental Coordinator were also present to answer any questions the Board may have for them.
- Director Taylor explained that the FPC staff has done extensive research for facility rentals and programming from the surrounding areas which included analyzing facility pricing and amenities from park districts and private venues.
 - Ann Rose and Barb Koch invited other event/coordinators to tour our facility and then would have in-depth conversations on first impressions and possible improvements they would make.
 - The Friendship Park Conservatory folders were distributed to the Board which included: Floor plan, wedding rental guidelines for events held during regular operating hours, rental guidelines for events held after operating hours; full facility rental; photo from an actual wedding and the prices for the wedding packages.
 - Exciting news that the new FPC sign on Algonquin Road is scheduled to be completed this week.

The Board discussed with staff the uniqueness of Friendship and the pros and cons concerning the facility; and the operation of the rentals.

- B. GFOA Certificate of Achievement for Excellence in Financial Reporting
The Government Finance Officers Association has awarded the Mt. Prospect Park District the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report. Mt. Prospect Park District recognizes Mr. Lee Howard, CPA of Governmental Account, Inc. for preparing the award-winning comprehensive annual financial report.

UNFINISHED BUSINESS

A. Tentative Budget and Appropriation Ordinance- FY 2019

The Tentative Budget & Ordinance draft has been made available for public inspection/review at the front desk at Central Community Center, Mount Prospect & Des Plaines Libraries and Human Services at the Village Hall. The FY 2019 Operating Budget and the 2019 Budget and Appropriation Ordinance are scheduled to be approved at the March 2019 Regular Meeting.

Financial Advisor's Report

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

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka motioned to ratify December 2018 Accounts Payable checks and EFT's in the amount of \$535,448.69 as listed on the Check Registers; seconded by Commissioner Tenuta.

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 motioned to ratify December 2018 Payroll checks and Direct Deposits in the amount of \$301,304.74 as listed in this report; seconded by Commissioner Tenuta.

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.

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

- The Parks Foundation reallocated committed funds previously designated for the installation of the new sign at Friendship Park Conservatory.
- The Parks Foundation reviewed a series of projects and associated costs and approved the remaining money (since the sign came in under the original cost) for banquets and events chairs with rolling storage carts; lighting upgrades for the FPC facility with a focus on enhanced event lighting in the courtyard; renovation of the FPC kitchen which includes cabinetry, flooring, lighting, countertops and appliances.
- Cabaret Night for 2019-Saturday, November 9, 2019, at FPC.
- The Board will again present the scholarships at the July Board Meeting.
- Pre-plant Sale Fundraiser on Thursday, May 9, 6-8pm at FPC.
- Foundation President Bill Walters will be stepping down as President in March 2019. New officers will be chosen at that time.
- Next Foundation meeting will take place on Wednesday, March 6- 6:30 p.m. at CCC.

Executive Report

Interim Executive Director Jim Jarog reviewed the following highlights:

- IAPD/IPRA Conference January 24-26: An issue of the Illinois P&R Magazine with the full program of workshops and sessions was previously distributed.
- February 2, 2019, Shining Star Gala 6 p.m., The Cotillion Banquets in Palatine.
- February 2, Pedal with a Purpose at Rec Plex and the Mardi Gras Family Night at Rec Plex 4pm-8pm. with Bubba the alligator attending.
- NWSRA Snoezelen Sensory Room at CCC: NWSRA have obtained the necessary funding to complete the Snoezelen Sensory Room at CCC and work is scheduled for completion by the summer of 2019.

Public Comment

None

MATTERS FROM COMMISSIONERS

Commissioner Tenuta positively commented on the Studio programs growth and their low number of class cancellations and stated the Studio should share what's working with the other departments within the park district; she also thanked the park district staff for their hard work.

Adjournment to Closed Session

Commissioner Tenuta motioned to adjourn to closed session at 8:27 p.m. for:

SECTION 2c(21): Discussion of Minutes of Meetings Lawfully Closed Under this Act, whether for Purposes of Approval by the Body of the Minutes or Semi-Annual Review of Closed Session Minutes.

SECTION 2c(1): Personnel- To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees or Legal Counsel of the Public Body seconded by Commissioner Massie.

<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.

Reconvene from Closed Session

Commissioner Massie motioned to reconvene to Open Session at 8:45 p.m. and seconded by Commissioner Tenuta and was carried by unanimous voice approval.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

Motion

Commissioner Doherty motion to approve the content of the following Closed Session Minutes:

January 17, 2018	Section 2c(21):	Semi-Annual Review of Minutes
March 21, 2018	Section 2c(6):	Property
April 25, 2018	Section 2c(6):	Property
June 27, 2018	Section 2c(6):	Property
July 25, 2018	Section 2c(21):	Semi-Annual Review of Minutes
July 25, 2018	Section 2c(1):	Personnel
August 22, 2018	Section 2c(1):	Personnel
September 26, 2018	Section 2c(1):	Personnel
December 19, 2018	Section 2c(1):	Personnel

Seconded by Commissioner Massie

<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.

MOTION

Commissioner Doherty moved that it hereby be determined and hereby be reported to the public that the Closed Session minutes of:

August 22, 2018	Section 2c(1):	Personnel
September 26, 2018	Section 2c(1):	Personnel

No longer require confidential treatment and are available for public inspection and that as to all other closed session minutes or portions thereof not yet released for public inspection the need for confidentiality still exists in order to protect the privacy of an individual and/or the public interest.

Seconded by Commissioner Tenuta

<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.

ADJOURNMENT

Commissioner Klicka moved to adjourn the Regular Board Meeting at 8:48 p.m.; seconded by Commissioner Tenuta and carried by unanimous voice vote.

Respectfully submitted,

Ray Massie, Acting Secretary