

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, June 26, 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 Starr
Bill Klicka
Tim Doherty
Ray Massie
Mike Murphy

Administrative Staff:

Jim Jarog, Executive Director
Brett Barcel, Director of Golf Operations
George Giese, Superintendent of Business & IT Services
Ruth Yueill, Director of Community Relations and Marketing
Teri Wirkus, Executive Compliance Officer
Mary Kiaupa, Human Resource & Risk Manager
Scott Elman, Director of Parks & Planning
Nick Troy, Director of Recreation

Professionals:

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

Staff:

Toria Smith
Chris Scheidhauer
Debra Cromie
Ann Zimmerman

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Commissioner Massie motioned to approve the consent agenda as amended; seconded by Commissioner Murphy.

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

Motion passed.

APPROVAL OF MINUTES

Commissioner Klicka motioned to approve the minutes as amended from the Regular Meeting on May 22, 2019; seconded by Commissioner Massie

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

Motion passed.

Public Comment

None

ADOPTION ITEMS

- A. Ordinance No. 769-AN ORDINANCE PROVIDING FOR THE GRANTING OF CERTAIN EASEMENTS FOR AN UNDERGROUND WATER MAIN TO THE CITY OF DES PLAINES AND AUTHORIZING THE EXECUTION AND DELIVERY OF AGREEMENTS IN CONNECTION THEREWITH

Executive Director Jarog explained the City of Des Plaines requested a water main easement to service residents east of Brentwood Park; with construction starting in July of 2019; the District will receive \$14,400 in exchange for the easement; the City will perform site restoration once the work is completed.

MOTION

Commissioner Tenuta Moved to adopt Ordinance #769, an Ordinance providing for the granting of certain easements for an underground water main to the City of Des Plaines and authorizing the execution and delivery of agreements in connection therewith; seconded by Commissioner Murphy

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

- B. Ordinance No. 770-AN ORDINANCE RECOMMENDING TO SELL, CONVEY, OR OTHERWISE DISPOSE OF CERTAIN USED PERSONAL PROPERTY OF THE MT. PROSPECT PARK DISTRICT IN SUCH MANNER(S) AND AT SUCH PRICE(S) AS THE EXECUTIVE DIRECTOR SHALL IN HIS SOLE DISCRETION DETERMINE TO BE IN THE BEST INTEREST OF THE MT. PROSPECT PARK DISTRICT.

MOTION

Commissioner Starr moved to adopt Ordinance #770 Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), the Board of Park Commissioners of the Mt. Prospect Park District has reviewed staff's report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey , or dispose of, in such manner(s) and at such process as the Executive Director shall in his sole discretion determine.; seconded by Commissioner Murphy.

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

APPROVAL ITEM

A. Busse Park Playground Replacement/Renovation

Scott Elman, Director of Parks & Planning reviewed the background of Busse Park Playground installation in 1995 and staff held a public meeting on April 3rd to discuss the three options for review; the public was very gracious with their support of this project. A petition supporting inclusive play for all- included 113 resident signatures being presented. There was also an overwhelming request for poured in place surfacing (PIP) in lieu of certified playground surfacing (engineered wood fiber) and consideration for special needs participants when designing the playground and equipment. Construction will begin July 15 with a completion date of September 27. Bid packages were distributed to seventeen contractors for the Busse Park Playground Redevelopment project.

MOTION

Commissioner Massie moved to approve the base bid, with alternate 2, alternate 3 and alternate 4 for the Busse Park Playground Redevelopment as submitted by Kenneth Co. in the amount of \$233,883.00; seconded by Commissioner Tenuta.

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

B. Busse Park Playground Equipment Purchase

Scott Elman, Director of Parks & Planning explained the playground equipment will be purchased directly from the manufacturer utilizing Sourcewell Cooperative Purchasing program with a savings of approximately 8% off of the retail cost.

MOTION

Commissioner Massie moved to approve the purchase of playground equipment for the Busse Park Playground Redevelopment as submitted by Landscape Structures in the amount of \$79,039; seconded by Commissioner Starr.

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

NEW BUSINESS

A. Introduction of Nick Troy, Director of Recreation

Executive Director Jarog welcomed and introduced Nick Troy to the Board of Commissioners.

B. Strategic Plan Update

Ruth Yueill, Director of Community Relations and Marketing updated the Board on the status and accomplishments of the Mapping Our Future Strategic Plan. Efforts were focused on goals and objectives concentrated within four specific themes: Customer Connection, Financial Stewardship, Internal Efficiency, Innovation & Technology and Organizational & Professional Development. Objectives were designated as either short-term, mid-term, long-term and ongoing. The plan extends five years from the 2018 date of execution into 2023. A good example of an essential component to the completion of goals and objectives was the formation of Staff Committees in September 2018 in the areas of Customer Service, Employee, Technology and Safety. Each committee meets regularly to focus on the completion of goals and objectives within their area of influence.

Commissioner Kurka asked about the Year of the Park theme. Director Yueill explained The Year of the Park theme leads into the Pop up Park Day that will take place on July 13. The theme was specifically chosen in late 2018 for 2019 as a response to the Community Surveys overwhelming support (100%) for the neighborhood parks.

Commissioner Tenuta asked how will the District be quantifying (revisit) the goals & themes to make certain they are being upheld by all staff across the District. Tenuta emphasized the importance of obtaining customer feedback throughout the process. Director Yueill explained the front line staff meets four times a year and will be addressing these points. The Customer Service goals have not yet launched and the Customer Service/Employee Committee still have to address how this will be handled.

Commissioner Tenuta suggested having secret shoppers or have the managers work the front desk; the District is one team, one district and we all must work together to follow our mission statement.

Discussion continued between the Board and staff on The Strategic Plan, specifically goals already completed, those in progress and those yet to begin.

Commissioner Murphy spoke about the positive aspects of change and the challenges of implementing change across each department. Murphy noted the teamwork evident in the committee structure is a very positive thing for the staff and the District as a whole. He emphasized the District needs to make certain goals are doable and measurable and the pace of the projects is reasonable for all.

Commissioner Tenuta asked the makeup of the committees and whether or not any part-timers were involved in committees. Director Yueill explained part-timers were not originally part of the plan but many have asked for a role on a committee and the Leadership Team will take the idea into consideration. Yueill reiterated the original thought and process behind the formation of the committees.

Commissioner Starr congratulated Director Yueill on the compilation of the Strategic Themes, Goals and Objectives and the staff on their work thus far.

C. Employee Committee presentation on the Employee Satisfaction Survey

Members from the Survey Sub-committee (Chris Scheidhauer, Toria Smith, Debra Cromie, Ann Zimmerman, Ruth Yueill and Teri Wirkus) of the Employee Committee created and executed an Employee Satisfaction Survey in spring 2019. In order for the Employee Committee to begin addressing staff needs as they relate to future projects, it was very important to gauge the impressions of both part-time and full-time staff in the areas of job satisfaction, District support, employee recognition, training, communication and more. The survey could be accessed online and in a hard copy format. In total, 236 part-time and full-time employees completed the survey out of 350 active employees, which is a 67% return. The sub-committee presented their findings with the Board of Commissioners and answered questions they had.

Commissioner Doherty congratulated the Committee on all their hard work and was happy with the employee satisfaction survey results. Other than pay increases, most of the areas for improvement are doable in the months and years ahead.

Financial Advisor's Report

Lee Howard, Financial Advisor-GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities and answered questions from the Board.

ADJOURNMENT SINE DIE

TIME: 8:48 PM

The President moves to adjourn sine die (signee die) for the purpose of holding the 2019 Annual Meeting of the Mt. Prospect Park District and thereafter to reconvene the Regular Board Meeting.

CALL TO ORDER: ANNUAL MEETING OF THE MT. PROSPECT PARK DISTRICT BOARD OF COMMISSIONERS

Roll Call

Commissioner Kurka

Commissioner Tenuta

Commissioner Starr

Commissioner Klicka
Commissioner Doherty
Commissioner Massie
Commissioner Murphy

TEMPORARY CHAIRPERSON: PRESIDENT APPOINTMENTS TEMPORARY CHAIRPERSON:
Executive Director Jarog was appointed as temporary chairperson

NOMINATIONS FOR BOARD PRESIDENT: EXECUTIVE DIRECTOR JAROG (TEMPORARY CHAIRPERSON
ASKED FOR NOMINATIONS FOR PARK BOARD PRESIDENT FOR A ONE YEAR TERM OR UNTIL HIS/HER
SUCCESSOR SHALL HAVE BEEN ELECTED.

Commissioner Doherty nominated Steve Kurka for Board President.

ROLL CALL VOTE FOR STEVE KURKA TO BE PRESIDENT OF THE BOARD:

<u>Roll Call Vote</u>	Ayes	Nays
Commissioner Tenuta	X	
Commissioner Starr	X	
Commissioner Klicka	X	
Commissioner Doherty	X	
Commissioner Massie	X	
Commissioner Murphy	X	

TEMPORARY CHAIRPERSON EXECUTIVE DIRECTOR JAROG DECLARED STEVE KURKA AS PRESIDENT OF THE
BOARD. PRESIDENT KURKA ASSUMED CONTROL OF THE MEETING.

NOMINATIONS FOR BOARD VICE-PRESIDENT: PRESIDENT KURKA ASKS FOR NOMINATIONS FOR PARK
BOARD VICE-PRESIDENT FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN
ELECTED.

Commissioner Doherty nominated Lisa Tenuta for Board Vice President.

ROLL CALL VOTE FOR LISA TENUTA TO BE VICE-PRESIDENT OF THE BOARD:

<u>Roll Call Vote</u>	Ayes	Nays
Commissioner Kurka	X	
Commissioner Starr	X	
Commissioner Klicka	X	
Commissioner Doherty	X	
Commissioner Massie	X	
Commissioner Murphy	X	

PRESIDENT KURKA DECLARES SUCH LISA TENUTA AS VICE-PRESIDENT.

APPOINTMENT FOR BOARD SECRETARY: PRESIDENT KURKA REQUESTS A MOTION TO APPOINT THE PARK BOARD SECRETARY FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR HAS BEEN ELECTED.

Commissioner Massie motioned to appoint Bill Starr as Board Secretary.

<u>Roll Call Vote</u>	Ayes	Nays
Commissioner Kurka	X	
Commissioner Tenuta	X	
Commissioner Klicka	X	
Commissioner Doherty	X	
Commissioner Massie	X	
Commissioner Murphy	X	

Motion passed.

APPOINTMENT FOR BOARD TREASURER: PRESIDENT KURKA REQUESTS A MOTION TO APPOINT THE BOARD TREASURER FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN ELECTED.

Commissioner Massie motioned to appoint Bill Klicka as Board Treasurer.

<u>Roll Call Vote</u>	Ayes	Nays
Commissioner Kurka	X	
Commissioner Tenuta	X	
Commissioner Starr	X	
Commissioner Doherty	X	
Commissioner Massie	X	
Commissioner Murphy	X	

Motion passed.

ADJOURNMENT OF ANNUAL MEETING at 8:52 pm

RECONVENE THE REGULAR BOARD MEETING

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

Motion passed.

EXECUTIVE REPORT

Executive Director Jim Jarog reviewed the following highlights:

Upcoming dates:

- June 27, July 11,18 & 25: Thursday Concert Series at Lions Park
- July 1, 8, 15, 22: Summer Festival of Music at Lions Park
- July 3-7: Mount Prospect Lions Club Festival at Melas Park
- July 4th: 4th of July Parade at 1pm Emerson & Prospect
- Go Green 5K Race: Annual 5K event hosted 229 5K runners and 68 entries for the Family Run-increase of 15 runners for the 5k and 38 participants for the family event.
- Walking Wednesday: Employee Committee recently kicked off a new employee program in which employees are encouraged to join other staffers and partake in a 30 minute walk during their lunch period.
- Annual 4th of July Parade: Nick Troy, Director of Recreation will drive the park district vehicle with banners placed on the hay wagon trailer.
- Upcoming meeting reminders: Next Board Meeting on Wednesday, July 24, 2019 at 7pm

Public Comment

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Tenuta asked if staff had addressed the issue with the pool floor painted surface. Executive Director Jarog stated that he had been informed by staff that it has been addressed.

ADJOURNMENT

Commissioner Massie moved to adjourn the Regular Board Meeting; seconded by Commissioner Murphy and was carried by unanimous voice vote.

Respectfully submitted,

William J. Starr