

Remote Regular Board Meeting 5.20.2020

A Remote Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, May 20, 2020, as a remote call-in regular Park Board Meeting. President Kurka called the meeting to order at 7:02 p.m. On roll call, the following officers, commissioners and individuals were present by phone:

Steve Kurka
Lisa Tenuta
Bill Klicka
Tim Doherty
Ray Massie
Bill Starr
Mike Murphy (Absent)

Administrative Staff

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

Professionals

Lee Howard, Financial Advisor GAI
Tom Hoffman, District Attorney

Visitors:

Jon Zgoda

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

President Kurka asked for a motion to approve the agenda, motion from Commissioner Massie, seconded by Commissioner Starr and approved by unanimous voice vote.

APPROVAL OF CONSENT AGENDA

Approval of April 22, 2020 Regular Board Meeting Minutes

- Commissioner Tenuta requested removal of Approval of April 22, 2020 Regular Board Meeting Minutes from the Consent Agenda. It was thereupon removed.

Approval of Minutes: Special Board Meeting April 30, 2020

Ratification of Accounts Payable April 2020

Ratification of Payroll April 2020

MOTION

Commissioner Massie motioned to approve the consent agenda with the aforesaid removal; seconded by Commissioner Doherty.

<u>Roll Call Vote</u>	Ayes	Nays	Absent	Silent
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

*REGULAR BOARD MEETING: April 22, 2020

Commissioner Tenuta noted two apparent statements in the minutes questioning who, if anyone, made them. She observed that the minutes in her opinion should note who made them. Discussion followed on whether the apparent statements in question should remain in the minutes or if they should be struck from the minutes. Attorney Hoffman made note regarding the requirements of minutes for public meetings and stated that striking the statement is an option. Executive Director Jarog stated that he would review the recording to determine who, if anyone made the statements in question. .

MOTION

Commissioner Tenuta made a motion to table the Approval of Minutes of the April 22, 2020 Regular remote Board meeting until the June 24, 2020 Board meeting.

<u>Roll Call Vote</u>	Ayes	Nays	Absent	Silent
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

Dave Perns made a statement regarding the state of the golf course after record rain, and commended Naperville Park District on its action to “step up and challenge outdoor activities” during the shutdown and thanked our Park District for everything we have done.

APPROVAL ITEMS

A. Rec Plex Playground Renovations Installation Bid

Scott Elman presented the project scope and bid summary and made the following observations: The original playground equipment was installed in 1991 when RecPlex was built and typically has a 17yr lifespan. It currently is difficult to get replacement parts and the existing RecPlex playground does not meet updated safety standards. The renovation bid includes demolition, excavation, removal of equipment, labor cost, materials and artificial turf safety surface. The Project is projected to begin on June 1st and be completed by July 31st. Bid packets were handed out to 17 contractors and the public bid took place on Tuesday, May 12 with 5 bids being submitted. The project will be budgeted out of the capital project fund in the amount of \$4,314.91 (4.5%) and out of the NWSRA handicap accessibility fund in the amount of \$92,096.17 (95.5%).

MOTION

Commissioner Starr moved to accept the base bid as submitted by Innovation Landscape Inc. for the installation of equipment associated with the RecPlex playground redevelopment in the amount of \$96,411.08 but contingent upon the Mt. Prospect Park District receiving the approval from NWSRA for use of handicap recreation moneys in such amounts as the Executive Director shall determine and as identified by staff's recommendation memo, to defray some or all of the amount; seconded by Commissioner Massie.

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

APPROVAL ITEMS

B. Rec Plex Playground Redevelopment Equipment Purchase

Scott Elman presented the scope of the purchasing of equipment for the RecPlex playground redevelopment. Staff is proposing to purchase the equipment directly from the manufacturer via Sourcewell, allowing a savings of 8%. The total cost of the equipment will be \$80,810.00. Installation is included in the bid for renovation of the playground. The project will be budgeted through capital funds as well as NWSRA handicap accessibility fund pending the NWSRA meeting on May 27.

MOTION

Commissioner Starr moved to approve the Mt. Prospect Park District purchase playground equipment for the RecPlex playground redevelopment as submitted by Landscape Structures in the amount of \$80,810.00, contingent upon the District's receiving the approval of the NWSRA for the use of handicapped recreation monies in such amount as the Executive Director shall determine and as identified within staff's recommendation memo, to defray some or all the purchase price; seconded by Commissioner Tenuta.

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

APPROVAL ITEMS

C. Recommendation to Require Designated Use of Staff Vacation Time
Mary Kiaupa presented a recommendation of change to employee benefits policy. The recommendation is for the addition of wording to the employee benefit policy to include "any department head, at the sole and complete discretion of the Executive Director, has the right to designate when an employee's accrued time shall or may not be taken". It was proposed that staff eligible for paid vacation time be required to use 50% of time by the end of summer. This mandate would only affect staff vacation time and would not deal with sick time or personal vacation time.

Commissioner Tenuta asked for clarification on the enforcement of this change. Mary Kiaupa stated that there is flexibility within the mandate to work with staff on when they plan to take their allotted vacation. Commissioner Doherty stated his opinion that this would be a permanent change to the policy and could be utilized differently as leadership staff changes in the future instead of during these uncertain times. Commissioner Doherty would like to see a date range assigned to this change to end on December 31, 2021. President Kurka and Commissioners Tenuta and Massie are also in favor of adding an end date as well. Attorney Tom Hoffman added additional language to the policy statement to now continue with "said change to be sunset as of 12.31.2021, or such earlier date as the Park Board may hereafter determine."

MOTION

Commissioner Doherty moved to approve staff's recommendation that the Mt. Prospect Park District's full-time and part-time employee benefits be changed instantly to permit any department head, with the approval of the Executive Director in his sole and absolute discretion, to designate when an employee's(s') accrued vacation time must be taken or shall not be taken, said change to be sunset as of 12.31.2021, or such earlier date as the Park Board may hereafter determine.; seconded by Commissioner Tenuta.

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

Motion passed.

UNFINISHED BUSINESS

A. Discussion: Governor's Restore Illinois Phase 1-5

Nick Troy, Director of Recreation, discussed how the Recreation Department is moving through the phases set forth by the Governor. Nick reviewed the programming being put forth with the Board. Partnership opportunities are being explored with adjacent Districts as a way to expand offerings to all the patrons. President Kurka asked for clarification on the programs that would be included in the partnership. Director Troy explained that we would share the interest in the programs with the hosting agency receiving a larger percentage. Commissioner Tenuta asked why we wouldn't just host the program ourselves to maintain all of the profits. Director Troy explained that this gives the largest offering to all three communities. Director Troy explained Phase 3 and what programming will be allowed to resume, with what restrictions in place. Nick further explained what Phases 4 and 5 may allow and when we could expect to move into those phases. Commissioner Doherty asked if summer camp would be considered as a phase 4 program. Director Troy shared the results of a summer camp survey and that Phase 4 would allow gatherings of 50 or more, but guidelines are unclear at this point. Commissioner Tenuta asked about the possibility of childcare offerings. Director Troy responded the Park District is not allowed to open facilities at this point during Phase 3 and any programming will need to take place outdoors. Director Troy shared some patron comments regarding resuming programming from a Dance survey that was issued recently, some of which did not support in-person programming. George Giese, Superintendent of Business & IT Services, added that MPPD is not a licensed daycare facility which plays into the decision not to open for daycare services. President Kurka asked about Phase 4 programming in regards to the Baseball and Soccer seasons and how results from a recent survey were communicated with patrons. Director Troy shared the results of the survey along with what would be required to plan a season. President Kurka suggested staff communicate clearly to our patrons what is being considered as a result of the survey and as decisions are made moving forward. Director Troy responded that plans and decisions were included in the survey. Commissioner Tenuta stated her opinion that the results from any survey should be shared with patrons and President Kurka concurred.

Brett Barcel, Director of Golf Operations, presented how Golf Operations will continue to move through the phases of reopening. Phase 2 has allowed the golf course to play 2-somes at 15 minute intervals with no riding carts unless medically necessary. Today it was shared that golf operations will move to Phase 3 beginning Friday, May 28 and allow 4-somes at 10 minute intervals. Golf single rider cart use (possibly family members will be allowed to ride together) will be allowed and practice ranges will be allowed to open with distancing regulations. More information will follow on Friday, May 22 about additional guidelines that will be in place. This will allow golf operations to return to near normal and

bring in near normal revenue. Phase 4 would see operations very near normal with lessons, full use of practice areas and gatherings of 50 or less and would see the clubhouse open for regular business, but still no large gatherings such as outings or large parties. Phase 5 would allow operations to fully open. An email will be sent out to everyone to let them know the new provisions for golf operations. Permanent tee times will resume on Saturday, May 30 and try to get in the 20 weeks of permanent tee times by the end of the year. Proshop use is still unclear in Phase 3 but the current proshop window is working out well. No questions were asked regarding the golf operations plan.

Scott Elman, Director of Parks and Planning, presented how Parks and Planning is working through the phases of reopening and what was currently allowed during Phase 2. President Kurka asked if tennis courts were now allowed to open. Director Elman stated that tennis courts will be re-opened on Friday for single court play and signs will be posted with rules on play. Maintenance is using the opportunity to catch up on much needed project work in Parks and Facilities. All staff are abiding by the appropriate safety practices during their shifts. Baseball and soccer fields will be prepared in anticipation of leagues beginning. Staff will assist the Recreation Department with outdoor and building needs for any programs taking place. Phase 4 will most likely allow for basketball courts to open, playgrounds, outdoor play areas and fitness areas, building use and possibly fitness centers depending on DCEO guidance. Custodial staff will increase cleaning and sanitizing per recommended guidelines. IDPH may allow pools to open but it was unclear as to restrictions.

Ruth Yueill, Director of Community Relations and Marketing, presented a Community Relations and Marketing plan for summer. Ruth shared that over the last few weeks all large events within the community of Mount Prospect have been cancelled. Because of this our District decided to cancel the Monday and Thursday night concert series. Some concerts may still be considered towards early fall. The online Summer Brochure will be live Monday, May 25. It will be presented in three phases throughout the summer months due to ongoing changes. The first brochure will focus on June programming. Each additional month the brochure will be updated with new program offerings. A social media blitz will follow each brochure launch. The inside page of the front cover will layout the adapted slogan of the district as we move through the summer. A disclaimer to families regarding risks in participating in programs is included. Additional information to the public on pools, Stay Fit at Home, Sounds of Summer return in 2021, and Virtual Day Camp were also included. Most programs begin mid-June and will focus on outdoor programs. Maximum participants have been adjusted to meet safety standards for Phase 3. The benefit of the online format allows for information to be updated by the minute. Updates will continue as we receive more information from the State. Commissioner Tenuta asked if due to limitations of people there is a waitlist available to allow for another program to take place at a different day or time if needed. Director Yueill responded that waitlists are available for programs to gauge interest. Maximums for programming comply with State mandates but also to not create extra work processing refunds if programs cannot take place. Director Yueill stated the online brochure may be continued to allow for quick updates. The concern was expressed about individuals who will never look at an online brochure.

Mary Kiaupa, Human Resource and Risk Manager, presented the district's plan on workplace safety in relation to Covid. The CDC and IDPH have had limited information available pertaining to camps, pools and recreation activities. Mary shared with the Board the steps that have been taken to prepare for

reopening and to protect our staff and the public. Commissioner Tenuta asked about whether there is a designated person who a staff member can go to if they felt unsafe in their environment. Manager Kiaupa responded that she has included her contact information in staff updates if any questions or concerns arise.

Executive Director Jarog requested the Board's decision on opening the pools for the summer. President Kurka expressed disappointment in not being able to offer the service to our patrons but does not see how we would practically be able to open the pools for the season with all the restrictions in place. He also stated that the final decision should be made by staff. Commissioner Doherty echoed the same sentiment as President Kurka.

Financial Advisor's Report

Lee Howard, Financial Advisor-GAI, attached the year- to- date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities in the packet.

Mr. Howard also put together snap shots of financial scenarios during this COVID 19 impact. Mr. Howard and Executive Director Jarog answered questions from the Board.

ADJOURNMENT SINE DIE 9:36PM

President Kurka moved to adjourn *sine die* for the purpose of holding the 2020 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 Board of Commissioners

<u>Roll Call</u>	Present	Absent	Silent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy		X	

Appointment of Temporary Chairperson: President Kurka appointed Jim Jarog as temporary chairperson

Nomination for Park 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; seconded by Commissioner Massie
No other nominations were received

Temporary chairperson Jarog declared Steve Kurka as President of the Board. President Kurka assumed control of the meeting.

Nominations for Board Vice-President: President Kurka asked 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

No other nominations were received.

President Kurka declared Lisa Tenuta as Vice-President.

Appointment of Board Secretary: President Kurka requested a motion to appoint the Park Board Secretary for a one year term or until his/her successor has been elected.

Commissioner Massie moved to appoint Bill Starr as Board Secretary; seconded by Commissioner Doherty.

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

Appointment of Board Treasurer: President Kurka requested a motion to appoint the Board Treasurer for a one year term or until his/her successor shall have been elected.

Commissioner Tenuta moved to appoint Mike Murphy; seconded by Commissioner Starr.

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

ADJOURNMENT OF ANNUAL MEETING	9:44PM
RECONVENE REGULAR MEETING	9:44PM

EXECUTIVE REPORT

Upcoming Dates:

- Most of the upcoming dates are virtual program offerings with larger events cancelled
- Virtual 50k completed May 18th
- Virtual Plant sale is ongoing and is doing extremely well
- Dance recital is examining options for holding recital with possible rescheduled dates of July 31, August 1&2. The Fall of 2020 would be a consideration as a contingent plan.
- June brochure is online
- The Annual Financial Audit has been remote and is coming to a close. Due to auditors not being on site George has been coordinating with them to get all the information requested.
- Staff is continuing to review the Phases of “Restore Illinois” and any updates that occur
- Several letters were sent to our Local Government officials in regard to requesting relaxation of golf restrictions.
- Additional letters were sent out to State Legislators prior to a three day legislative session on May 20. The letters were requesting financial assistance for the local government in response to the current crisis.
- Upcoming Meeting Reminder: Next Board Meeting is on Wednesday, June 24 at 7pm and will be a remote virtual meeting.

PUBLIC COMMENT

Dave Perns stated that although it sounds grim the future seems to hold a lot of positives and it sounds like staff is working to resolve issues within the Park District to keep it running smoothly.

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Starr asked about moving next month’s Board meeting up to 6:30pm. Discussion followed regarding the feasibility of moving the meeting.

Commissioner Starr motioned to start the June 24th meeting of the Park Board of Commissioners to 6:30pm; Commissioner Massie seconded the motion. The motion was carried by unanimous voice vote. Motion passed.

Commissioner Doherty motioned to adjourn to closed session

Section 2(c) (1): Personnel-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees of the public body.

Section 2(c) (8): Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Commissioner Massie seconded the motion to adjourn

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

Moved to closed session at 9:55PM

Reconvened Regular meeting at 10:28 PM

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

No Action Taken

ADJOURNMENT

Commissioner Tenuta moved to adjourn the Regular Meeting; seconded by Commissioner Massie and carried by unanimous voice vote at 10:29 p.m.

Respectfully submitted,

William J. Starr, Secretary