

Remote Regular Board Meeting 6-24--2020

A Remote Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, June 24, 2020, as a remote call-in Regular Park Board Meeting.

Call to Order

Vice President Tenuta called to order the meeting of the Mt. Prospect Board of Commissioner, June 24, 2020 at 6:37 pm.

Vice-President Tenuta read the following statement:

"As Vice-President of the Park Board and due to the recent changes to the Open Meetings Act, it falls upon me to make a determination as to the reason tonight's Park Board meeting is being held remotely and not "in-person"". It is my determination that it is neither practical nor prudent to have tonight's Board meeting "in-person", my reasoning being the continuing pandemic and its attendant health risks as well as the current restrictions on gatherings imposed by the Gubernatorial Executive Orders and the existing health-related disaster declarations. For these reasons I have also concluded that it is also unfeasible to hold tonight's Board meeting on an in-person basis at the regular location for Board meetings (CCC).

Therefore tonight's Board meeting is being held by remote virtual means, and specifically through the use of the audio capacities of the Zoom platform.

I wish to note for the record that I reasonably expect to make the same determination at the beginning of each subsequent remote-means meeting of the Park Board while the disaster declaration remains in effect. I invite any Commissioner who might instead wish to resume "in-person Park Board meetings sooner then I am suggesting to contact the President Kurka between Board meetings to inform him of such.

Thank you.

Identification of Attendees online by meeting moderator, Jon Zgoda

Administrative Staff/Recreation 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
Teri Wirkus, Executive Compliance Officer
Jason Hickman, Athletic Manager
Kevin O'Donnell, Athletic Coordinator
Kristina Winans, Early Childhood Youth Coordinator
Mike Azzaretto, Aquatic & Fitness Manager
Barb Koch, Friendship Park Manager
Nancy Prosser, Facility Manager

Ann Zimmerman, Cultural Arts Manager
Brian Hecker, CCC Facility Coordinator
Linda Zalewski, Aquatics Coordinator
Matthew Dziubinski, Fleet Service Manager
Joe Hoffman, IT Service/Registration Manager
Jon Zgoda, IT Professional

Professionals

Tom Hoffman, District Attorney
Lee Howard, GAI-District Financial Advisor

Visitors

None

Commissioner Starr calls Roll Call for the Board:

On roll call, the following commissioners were present by phone:

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

Commissioner Starr led the Pledge of Allegiance.

CHANGES OR ADDITIONS TO AGENDA

Vice President Tenuta requested under Approval Item B "Recommendation to Revise the Mt. Prospect Park District Personnel Policy Manual to be moved to the July 22, 2020 Board Meeting.

APPROVAL OF AGENDA

Vice President Tenuta asked for a motion to approve the agenda as amended; motion from Commissioner Starr; seconded by Commissioner Murphy.

Commissioner Starr called Roll Call

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

Motion passed.

APPROVAL OF CONSENT AGENDA

Vice President Tenuta asked for a motion for approval on the Consent Agenda as follows:

- *Approval of Revised Minutes: Remote Regular Board Meeting, April 22, 2020
- *Approval of Minutes: Remote Regular Board Minutes, May 20, 2020
- *Ratification of Accounts Payable, May 2020 Checks and EFT's in the amount of \$556,996.97
- *Ratification of Payroll, May 2020 Checks and Direct Deposits in the amount of \$307,254.40
- *Annual Appointment of Member Representatives to NWSRA-Jim Jarog as primary and Nick Troy as alternate.

MOTION

Commissioner Starr moved to approve the Consent Agenda as presented; seconded by Commissioner Klicka

Commissioner Starr called Roll Call

<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. 784- 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 interests of the Mt. Prospect Park District.

Matthew Dziubinski, Fleet Service Manager and Scott Elman, Director of Parks & Planning reviewed the machine/equipment/truck items as presented in the board packet that were being recommended for disposal of certain used personal property of the Mt. Prospect Park District.

MOTION

Commissioner Murphy moved to adopt Ordinance # 784 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 interest

of the District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such prices as the Executive Director shall in his sole discretion determine; seconded by Commissioner Klicka.

Commissioner Starr called Roll Call

<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. Approval of Fund Transfer of \$500,000 from General Fund to Recreation Fund

George Giese, Superintendent of Business & IT Services summarized the reason the Park District has proposed to transfer funds from the General Fund to the Recreation Fund and explained that the COVID-19 losses have been to the Recreation Fund. With this transfer it would help to partially restore the fund balance of the Recreation Fund and this was supported by Lee Howard, District's Financial Advisor.

Lee Howard, GAI Financial Advisor explained this one time transfer will help bridge the gap between the Districts present expenses and the next round of property tax payments. As with all the district financials the strategy proposed has been discussed and reviewed with legal.

Tom Hoffman, District Attorney stated this transfer is authorized from the Corporate Fund, and this All Purpose Fund of the district enables expenditures on all or any various purpose of the District.

MOTION

Commissioner Starr moved to authorize the Executive Director to implement the transfer of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) from the General Fund at the Mt. Prospect Park District to the Recreation Fund of the Mt. Prospect Park District, effective as of the close of business on June 30, 2020; seconded by Commissioner Massie.

Commissioner Starr called Roll Call

<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.

UNFINISHED BUSINESS

A. 2020 Annual Strategic Plan Update

Ruth Yueill Director of Community Relations and Marketing reviewed the Mapping our Future Strategic Plan June 2020 update. June 2020 ends the second year of the Strategic Plan. The first year of the Strategic Plan our Committees were able to come to the Board Meeting and present with videos. We are just as successful in year two but just in different times. The memo has been broken down into the first group of updates-June 2019 through December 2019 with each committee: IT Committee, Customer Service Committee, Safety Committee and Employee Committee explaining their goals and accomplishments. The second group of updates are from January 2020 through June 2020. The COVID Pandemic has brought to light, in a good way, some goals and objectives that have been addressed especially in the Safety Committee and IT Committee. The Employee Committee's main goal in 2020 was Employee Recognition. We were lucky to have accomplished the 20 Years in 2020 at the January Board Meeting and honoring 40 long time employees. Overall 46 out of the 53 objectives are underway or have been completed.

Discussion: Commissioner Murphy asked if the District has AED at Melas Park. Mary Kiaupa, Human Resource & Risk Manager explained that at this time the District does not have any outside (free standing) AED's. We will take into consideration and look into different options during the football season as well.

Vice President Tenuta stated that the district has made so many remarkable strides, especially during this COVID Pandemic and some changes have been positive. Will the Committees still continue moving forward with the plan with so much on the district's plate. Do you think it is feasible July to December 2020 to continue to move forward? Director Yueill explained the Leadership Team hasn't had a discussion about the details as of yet, and that there is a financial strain. Executive Director Jarog also stated that everyone is committed to the plan but with the situation of the pandemic is taking a lot of the staff's time. We will try our best and do what we can. Vice President Tenuta and Commissioner Starr thanked everyone for all their hard work especially during the Pandemic. Ruth Yueill also stated staff jump right at the Conservatory helping with water and planting with the plant sale. Some were sent to the Studio and some to the Golf Course. That gave the Employee Committee a glimpse of what cross training would be. George Giese, Superintendent of Business & IT Services gave kudo's to his IT team, Jon Zgoda and Director Troy.

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Advisor-GAI, reviewed the first five months of the financial report ending on March 31, 2020 with a limited amount of some good news with the information in the packet.

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

Commissioner Tenuta asked if there were any potential refunds in any other programs? Mr. Howard explained that there is a possibility in dance but not an enormous amount at this time. In the month of June there will be some refunds to hit the books but not as enormous as before.

Commissioner Tenuta remarked the good news is that we could get some revenue in the month of July. Director Troy remarked that there is potential for refunds possible for child care depending on what the school year looks like.

Commissioner Murphy stated an awesome job at the golf course but was wondering where the additional revenue is coming from? Brett Barcel, Director of Golf Operations remarked that due to the large demand for golf, riding cars and green fees are up. Since the state allows golf and everything else is shut down this gives people something to do outside.

Commissioner Murphy asked if Open Kitchen asked for a rent reduction consideration. Brett Barcel, Director of Golf Operations stated that there was a discussion.

Commissioner Murphy asked how they came about the projections in the report. Lee Howard, District Financial Advisor explained how the information came about and where the district could end up.

George Giese, Superintendent of Business & IT Services explained how the Recreation staff are being very careful with the programs offered and the amount of participants.

EXECUTIVE REPORT

Executive Director Jarog reported on the following:

- Summer Camps began at RecPlex June 22, 2020- the counselors have all been trained and everything is going good.
- Restore Illinois Phase 4- June 26 Friday
- Opening Day for Baseball June 27 revised season-some have been hesitant to return
- June 29, Rec Plex open for lap swim with 50% full
- July 6, Rec Plex & CCC will be open with transitional hours so staff can get accustomed to everything
- July 13 there will be explained hours at the facilities.
- July/August brochure release on June 29, 2020
- July 11, Unplug Illinois Day
- Changes in the Open Meetings Act
- Minimum Wage increases July 1, 2020
- Next Remote Meeting will be on July 22, 2020 at 7 pm

Public Comments-

None

COMMISSIONER COMMENTS/MATTERS FROM THE COMMISSIONERS

Commissioner Murphy asked if the playgrounds are now open. Executive Director Jarog explained that the playgrounds are technically not open to the public but signage has been posted stating "Use at your own risk" at this time we are waiting for direction from the State of Illinois.

Commissioner Tenuta explained in the education field that the playgrounds were open but highly don't recommend using the playground and very strict procedures on the cleaning of the equipment.

Commissioner Murphy asked about our agreement with Lincoln and Fairview and both have had a lot of construction projects and at Fairview have impeded our baseball fields.

Executive Director Jarog stated at Fairview the district owns the west side where the baseball field is-we do have other areas where it is reciprocal. The land at Westbrook & Lincoln is the school district property with the reciprocal agreement with the District.

Commissioner Tenuta was told by a resident that the halfway house was closed and then they would have to use the port a potty after hours and wanted to know if it was due to safety? Brett Barcel, Director of Golf Operations under phase three it was very limited to using the bathrooms. Phase four will be different with the halfway house open, grill open but we will still have the window open for the golfers so the employees stay safe.

Commissioner Tenuta asked for the capacity and guidelines for Open Kitchen Grill at the Golf Course. Brett Barcel, Director of Golf Operations stated tables six feet apart with a party limit of 10 people. If we do six feet apart so that would be about 50 people. At this time people want to be outside dinner

ADJOURNMENT

Vice President Tenuta asked for a motion to adjourn the Regular Meeting of June 24, 2020.

Commissioner Murphy moved to adjourn at 7:55 pm the Regular Meeting; seconded by Commissioner Klicka.

Commissioner Starr called Roll Call

<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.

Respectfully submitted,

William J. Starr, Secretary