

Approved Regular Board Minutes  
7-21-21

Approved

### Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, July 21, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 7:00 p.m.

President Kurka stated this meeting is open to the public wishing to attend in person; those who attend are strongly encouraged to socially-distance and to wear a face covering if not fully vaccinated.; however, those who wish to attend remotely may do so via the Zoom platform using this dial-in.

#### Commissioner Doherty called Roll Call for the Board

On roll call, the following commissioners were present:

| Roll Call            | Present | Absent | Remote |
|----------------------|---------|--------|--------|
| Commissioner Kurka   | X       |        |        |
| Commissioner Tenuta  | X       |        |        |
| Commissioner Starr   |         | X      |        |
| Commissioner Klicka  | X       |        |        |
| Commissioner Doherty | X       |        |        |
| Commissioner Massie  | X       |        |        |
| Commissioner Murphy  |         | X      |        |

#### Administrative Staff/Recreation Staff-Present or Remote

Jim Jarog, Executive Director

Teri Wirkus, Executive Compliance Officer

Mary Kiaupa, Human Resource & Risk Manager

Ruth Yueill, Director of Community Relations and Marketing

Brett Barcel, Director of Golf Operations

George Giese, Director of Administration

Nick Troy, Director of Recreation

Ann Zimmerman, Cultural Arts Manager

Mike Azzaretto, Aquatic & Fitness Manager

Brian Hecker, CCC Facility Coordinator

Joe Hoffman, IT Services/Registration Manager

Nancy Prosser, Facility Manager

Ben Kutscheid, Park Planner

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Matthew Dziubinski, Superintendent of Parks & Planning  
Kristina Winans, Early Childhood Youth Coordinator  
Brad Wessel, Youth Athletic Coordinator  
Jon Zgoda, IT Professional/ Remote Meeting Moderator

**Professionals Present or Remote**

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

**Visitors :**

Family of Alexandra Rivera Grant  
Family of Grace Tchoryk  
Family of Emily Laffey

Foundation President Janice Stone  
Gerry Stone

**PLEDGE OF ALLEGIANCE**

Commissioner Massie led the Pledge of Allegiance

**CHANGES OR ADDITIONS TO AGENDA**

None

**APPROVAL OF AGENDA**

Commissioner Tenuta moved to approve the agenda; seconded by Commissioner Massie and carried by unanimous voice approval.

**APPROVAL OF CONSENT AGENDA**

President Kurka stated all items identified may be considered routine by the Board of Commissioners and be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the Consent Agenda and approved under its normal sequence on the regular meeting agenda.

- A. Approval of Minutes for the Regular Board Meeting on June 16, 2021
- B. Ratification of Accounts Payable for June 2021 in the amount of \$402,276.16
- C. Ratification of Payroll June 2021 in the amount of \$341,853.82
- D. Approval of the purchase of a 2021 Toro Greensmaster TriFlex 3300 in the amount of \$38,148.31

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Commissioner Tenuta requested Item A the Approval of Minutes for the Regular Board Meeting on June 16, 2021 be removed and amended for approval at the next Board Meeting.

**MOTION**

Commissioner Massie motioned to approve the consent agenda as as amended; seconded by Commissioner Doherty:

**Commissioner Doherty called the Roll Call Vote:**

| <b>Roll Call</b>     | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|----------------------|------------|------------|---------------|
| 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

**PARKS FOUNDATION**

Parks Foundation Ruth Yueill along with Foundation President Janice Stone presented three deserving winners of the Parks Foundation Scholarship Program for 2021. The Foundation uses a portion of the annual fundraising dollars to award three \$1,500 scholarships to active employees or children of employees attending college or trade/technical school in the fall of 2021. This year's applicants were asked to write an original essay on the impact of the COVID 19 pandemic in their personal and educational lives. Executive Director Yueill read for each scholarship winner a brief excerpt from their letter of recommendation:

- Grace Tchoryk works in the Aquatics Department and is currently attending Carroll University. Excerpt from her letter of recommendation stated: I would like to take this opportunity to share with you a little about Grace, and why I believe she would be a wonderful choice for the Parks Foundation Scholarship. Grace has been working at Mt. Prospect Park District, in the Aquatics Department for two and half years. She also has been one of our employees who stepped up during Covid, and helped clean and disinfect our buildings, in a separate role, as a custodian. What has impressed me most is her work ethic, and positive attitude. In her short time at the district she has risen to the position of pool manager. This is unique because of her age, and is a testament to who she is and what she offers. Grace just finished her first year of College. Where she made the Dean's list. In High School she maintained a 4.0 GPA all 4 years! When her schooling is complete, her plan and desire is to be a physical Therapist.

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- Alexandra Rivera Grant works in the Community Relations and Marketing department and is a Senior at Marquette University. Excerpt from her letter of recommendation stated: Alex is the epitome of a team player and she serves as an example to everyone around her. She was an asset to our Marquette University Television staff this past year as an Executive Producer, bringing constant enthusiasm and vivacious energy that encourages others to be themselves. Alex has treated staff members as if they truly matter, transcending genuine kindness. When our staff faced adversity, Alex encouraged others to never give up. Perhaps what impresses me most about Alex is her drive to succeed. Her resume is enormous, and yet she gives her full heart to every activity she partakes in. Alex makes every organization she is a part of better, not only because of her immense talent, but in the community she creates with her mere presence. Alex served in a tremendous leadership position this past year as the Executive Arts & Entertainment Producer, but she shared with me that she didn't want to stop growing. Alex was eager to take on an even greater role at the Marquette Wire, so she applied for a brand-new leadership position that was recently created. She will serve as our Diversity, Inclusion, and Community Engagement Editor next year, and I am confident that she will do some incredible things.
- Emily Laffey works in the Cultural Arts Department and attends Harper College. Excerpt from her letter of recommendation stated: Emily is a thinker and an artist. She contemplates the meanings and intricacies of her work before, during and after the process of making them. She is an accomplished drawer and painter, and her work is lively and unique. She has the patience to layer oil paint, and yet leave it with a light and playful look. Emily is an empath. Emily goes out of her way to gently help the people around her who are having difficulty. She listens patiently and gives good counsel when needed. She has helped foster a feeling of family and sisterly support amongst the advanced art group over the last four years. Emily is a hardworking student, pushing herself during these trying times when others are not. She is organized and driven for success, while still unassuming in her demeanor. I believe she will be a successful college student and an asset to any school she attends. We will certainly miss her at Prospect next year.

**ADOPTION ITEM**

- A. Ordinance No. 798- An Ordinance authorizing and directing the destruction of verbatim audio recordings of certain closed session meetings of the Board of Park Commissioners of the Mt. Prospect Park District.  
Teri Wirkus, Executive Compliance Officer presented a brief history under the Act of 5 ILCS 120/2.06 for the approval consideration of Ordinance No. 798.

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**MOTION**

Commissioner Massie moved to approve Ordinance No. 798- An Ordinance authorizing and directing the destruction of verbatim audio recordings of certain closed session meetings of the Board of Park Commissioners of the Mt. Prospect Park District; seconded by Commissioner Klicka.

**Commissioner Doherty called the Roll Call Vote:**

| <b>Roll Call</b>     | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|----------------------|------------|------------|---------------|
| 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. Recommendation to Revise Mt. Prospect Park District Personnel Policy Manual:  
Mary Kiaupa, Human Resource & Risk Manager explained the many changes to the Park District due to Covid. She explained the reason the District would like to have a clear policy in place. What the expectations are from the District if employees need to or request to telecommute. Staff recommends adding the Appendix "L" Telecommuting to the current Mt. Prospect Park District Personnel Policy Manual. Manager Kiaupa and District Attorney Hoffman took questions from the Board.

**MOTION**

Commissioner Doherty moved to approve staff's recommendation to add Appendix "L" Telecommuting to the Mt. Prospect Park District Personnel Policy; seconded by Commissioner Massie.

**Commissioner Doherty called the Roll Call Vote:**

| <b>Roll Call</b>     | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|----------------------|------------|------------|---------------|
| Commissioner Kurka   | X          |            |               |
| Commissioner Tenuta  | X          |            |               |
| Commissioner Starr   |            |            | X             |
| Commissioner Klicka  | X          |            |               |
| Commissioner Doherty | X          |            |               |
| Commissioner Massie  | X          |            |               |
| Commissioner Murphy  |            |            | X             |

Motion passed.

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B. ComEd pathway Improvements- Algonquin Road to I90

Ben Kutscheid, Park Planner II summarized and gave the Board some background information that the planning of the improvements for this path has been a 3 year process and reminded the Board that the District leases the property from ComEd till September 30, 2049. He reviewed the scope of the project which includes demolition and removal of the existing trail, replacement of base and asphalt paving and construction access and permanent authorized use access. The public bid occurred on July 1, 2021 with 5 contractors submitting bids. Mr. Kutscheid reviewed the bid summaries and budget impact to the District and recommended Evans and Son Blacktop. Park Planner II, Ben Kutscheid along with Executive Director Jarog answered questions from the Board.

**MOTION**

Commissioner Massie moved to approve the base bid North and South, with Alternate 1 North and South and Alternate 2 for ComEd Trail Improvements- Algonquin to I-90 as submitted by Evans and Son blacktop in the amount of \$189,976.94; seconded by Commissioner Doherty.

**Commissioner Doherty called the Roll Call Vote:**

| <b>Roll Call</b>     | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|----------------------|------------|------------|---------------|
| Commissioner Kurka   | X          |            |               |
| Commissioner Tenuta  | X          |            |               |
| Commissioner Starr   |            |            | X             |
| Commissioner Klicka  | X          |            |               |
| Commissioner Doherty | X          |            |               |
| Commissioner Massie  | X          |            |               |
| Commissioner Murphy  |            |            | X             |

Motion passed.

**FINANCIAL ADVISOR'S REPORT**

Lee Howard, District CPA, reviewed the June financial statements highlighting the following areas:

- Budget Changes: To accommodate Covid restrictions -this year's budget ordinance has an unusually wide difference between the budgeted plan of operations with appropriated authority to spend at normal operating levels. Now with moving into phase 5 on 6-11-2021, and the increase of facility and program participation, increases in spending will be required to provide for these services. Attorney Hoffman is exploring appropriate legal vehicles to present these changes to the Board for approval.
- Golf: This month's report shows golf revenues at 56% of the budget plan for the first 6 months. Expenditures are 43% under budget for a net that is 231,954 better than our budget, half way through the year.
- Pools: Meadows offers pool passes with a \$76,502 result. Combined net for all pools is \$55,288 better than 2019.

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- RecPlex: Building Rentals, and Facility & Fitness Passes complete the first six months with 96% of planned annual revenue for 2021. Compared to 2019, revenues are down 90k, with net for the facility down 10k.
- Programs: Program revenues hit 100% of planned annual revenue for 2021. Compared to 2019, revenues down \$610,000 with net down \$122,000.

### **UNFINISHED BUSINESS**

A. Proposed Friendship Park Grant Project Update/Gathering Space Revenue Opportunities  
Ben Kutscheid, Park Planner II explained the OSLAD (Open Space Land Acquisition & Development) grant is through the Illinois Department of Natural Resources (INDR) and is a 50/50 matching grant with State funding up to \$400,000 per project. The grant application is due by September 1, 2021. The OSLAD grant opportunity exists at Friendship Park for these reasons:

- Proposed Friendship Park project has a good combination of new park amenities and improvements
- Good portion of improvements would be ADA related (funded through Park District's ADA Tax Levy funds). The improvements would directly benefit individuals with disabilities.
- Senator Laura Murphy is expected to lend her support to this project (it is in her district).
- We have received commitments from the Edward and Wanda Jordan Family Foundation (EWJFL) (\$75,000), and the Mt. Prospect Parks Foundation (MPPF)(\$37,500), to provide donations for the project totaling \$112,500.

Mr. Kutscheid reviewed the following associated work, if approved:

- Refurbished pedestrian pathways and looping of the path system (funding interest by EWJF)
- Resurfacing of main parking lot that serves the Park and Conservatory overflow parking
- New 250 person event pad and electric service next to the Conservatory, (permanent structure for about 120 and room for flexible use)
- New Fitness Stations along walking path
- New shelter installed near the playground (funding interest by MPPF)
- Refresh and enhance memorial gardens west of Conservatory (funding interest by EWJF)
- Resurface the existing park tennis courts and adjust the entry gate
- New Accessible Drinking Fountain at the concession building
- New tables and benches throughout the Park
- New backstop for the north field ballpark
- Repave asphalt at backstops
- New landscape planting and trees throughout the Park
- Other miscellaneous associated work to be determined

There will be a public meeting for the community input on Thursday, July 29 between 6pm to 7:30p at the Friendship Park Conservatory and staff will answer questions and gather input. All information will

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be brought back before the Board for consideration of approving a financial commitment agreement to the State of Illinois at the 8-18-2021 Board Meeting.

Director Troy, Ann Zimmerman, Cultural Arts Manager and Rebekah Grant, Rental Coordinator offered additional information (new programming/events & rental opportunities) and reviewed operational and financial insight into the proposed gathering space project component and answered questions from the Board.

Commissioner Doherty remarked if we are going to do the Friendship Park project-do it right with a full shelter instead of a tent (rental) next to the shelter for esthetic reasons alone. (People aren't going to want to rent a tent for additional costs next to the shelter.) The options and ability to rent would be better with a full shelter on the pad. Commissioner Massie agreed.

Commissioner Doherty also remarked if we cater to larger venues like weddings and corporations that would bring in more revenue (we would want a full shelter) and discussed the pros/cons of financial options with staff.

Commissioner Tenuta asked if people would use the proposed fitness stations. Executive Director Jarog stated the fitness stations at Einstein Park are used regularly. Commissioner Tenuta suggested instead of the proposed regular drinking fountains-the water bottle drinking fountains would be relevant especially by the baseball fields. She stated she likes the shelter but is concerned about the restroom space and does not like the port-a-potty idea and it was a great idea to adjust the tennis gate for ADA.

Commissioner Tenuta asked staff to make sure they tell the Board their wants and needs so this project is done the right way. She thanked staff for a great job at presenting on the FPC project update.

President Kurka also thanked staff for the update and the time spent on it.

### **EXECUTIVE REPORT**

Executive Director Jarog reviewed upcoming events:

- Billy Elton Concert: July 22, Thursday at the Veterans Memorial Bandshell
- Johnny Bennett Concert: July 25, Sunday at the Veterans Memorial Bandshell
- Friendship Park Improvement Open House at FPC: 6pm till 7:30p July 29
- Dancing Queen-ABBA Salute: August 1 (Sunday) at the Veterans Memorial Bandshell
- Last week of Day Camp: August 2 through August 6
- Blood Drive: August 4 at RecPlex
- Fall Program Guide available online: August 9 and over 40,000 views on the web
- Postseason hours begin Meadows Pool: August 9
- Patriots Travel Baseball tryouts: August 15 at Meadows/Lions Ballfields
- 56 Artisan Fix: August 21 at Veterans Memorial Bandshell

Next Regular Board Meeting will be held on Wednesday, August 18, 2021 at 7pm.

Staff is in the process working on a draft of the 5 Year Capital Improvement Plan to bring forth to the Board hopefully by the September Board Meeting for discussion -which would include large scale

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improvement, grant opportunities and funding which Lee Howard, Aaron Gold (Speer Financial) and staff have been meeting to develop a funding schedule for the District's large scale projects needs over the next five years.

Commissioner Tenuta asked to go back to the FPC project and wanted to know the plan for dealing with donations and approaching corporations/sponsors/ in kind trade for the project, etc. . Executive Director Jarog explained we have discussed opportunities with different organizations and will continue to do so. Commissioner Tenuta asked about pickleball players and if they were asked to continue outside in the summer. Director Troy explained that inside pickleball players seem to be really popular compared to playing outside.

**PUBLIC COMMENT**

None

**COMMENTS/MATTERS FROM COMMISSIONERS**

Commissioner Doherty remarked that staff has done amazing things during COVID. He enjoyed the dance recital at the Veterans Memorial Bandshell and it had a Ravina feeling. He wants to thank Ann Zimmerman and Amy Hubert for going above and beyond for all the dancers (& families) and especially accommodating the little girl who missed the recital. Wonderful job. Commissioner Tenuta also said thank you so much to all staff and appreciate all the hard work. The rest of the Board agreed.

**ADJOURNMENT TO CLOSED SESSION**

Adjourned to Closed Session at 8:37 pm motion by Commissioner Doherty to adjourn to Closed Session under:

SECTION 2(c) (21): Discussion of Minutes of Meetings Lawfully Closed Under this Act, whether for Purposes of Approval of the Body of Minutes of Semi-Annual Review of the Minutes as Mandated by Section 2.06.

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.  
second by Commissioner Tenuta

Commissioner Doherty called the Roll Call Vote:

| <b>Roll Call</b>     | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|----------------------|------------|------------|---------------|
| Commissioner Kurka   | X          |            |               |
| Commissioner Tenuta  | X          |            |               |
| Commissioner Starr   |            |            | X             |
| Commissioner Klicka  | X          |            |               |
| Commissioner Doherty | X          |            |               |
| Commissioner Massie  | X          |            |               |
| Commissioner Murphy  |            |            | X             |

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Motion passed.

**Adjournment from Closed Session to take action, if any on matters discussed in Closed Session**

Commissioner Kurka motioned to adjourn from closed session at 8:55 pm and return to open session.  
Recommendation to Approve Closed Session Minutes:

**Motion**

Motion by Commissioner Tenuta and seconded by Commissioner Massie

Motion: I move to approve the content of the following Closed Session Minutes:

January 20, 2021 Section 2c(1) Personnel  
Section 2c(21) Semi-Annual Review of the Minutes  
February 16, 2021 Section 2c(1) Personnel  
March 2, 2021 Section 2c(1) Personnel  
March 17, 2021 Section 2c(1) Personnel  
June 16, 2021 Section 2c(12) Establishment of reserves/Settlement of claims  
Recommendation to Release Certain Closed Session Minutes:

**Commissioner Doherty called the Roll Call Vote:**

| <b>Roll Call</b>     | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|----------------------|------------|------------|---------------|
| Commissioner Kurka   | X          |            |               |
| Commissioner Tenuta  | X          |            |               |
| Commissioner Starr   |            |            | X             |
| Commissioner Klicka  | X          |            |               |
| Commissioner Doherty | X          |            |               |
| Commissioner Massie  | X          |            |               |
| Commissioner Murphy  |            |            | X             |

Motion passed.

**Motion**

Commissioner Tenuta and seconded by Commissioner Massie

Motion: I move that it hereby be determined and hereby be reported to the public that the Closed Session minutes of:

January 20, 2021 Section 2c(1) Personnel  
Section 2c(21) Semi-Annual Review of the Minutes  
February 16, 2021 Section 2c(1) Personnel  
March 2, 2021 Section 2c(1) Personnel  
March 17, 2021 Section 2c(1) Personnel

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which 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.

**Commissioner Doherty called the Roll Call Vote:**

| <b>Roll Call</b> _____ | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|------------------------|------------|------------|---------------|
| Commissioner Kurka     | X          |            |               |
| Commissioner Tenuta    | X          |            |               |
| Commissioner Starr     |            |            | X             |
| Commissioner Klicka    | X          |            |               |
| Commissioner Doherty   | X          |            |               |
| Commissioner Massie    | X          |            |               |
| Commissioner Murphy    |            |            | X             |

Motion passed.

**MOTION**

**Adjourned Regular meeting Motion Commissioner Massie and Second Commissioner Klicka at 8:53 pm.**

**All in Favor Aye / Non opposed**

Respectfully submitted,

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William J. Starr, Secretary