

Approved Regular Board Minutes
10-20-21

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, October 20, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 6:30 p.m.

Commissioner Starr 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
- 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
- Jeff Langguth, PGA Head Professional
- Nancy Prosser, Facility Manager
- Ben Kutscheid, Park Planner
- Matthew Dziubinski, Superintendent of Parks & Planning
- Kristina Winans, Early Childhood Youth Coordinator
- Brad Wessel, Youth Athletic Coordinator
- Jon Zgoda, IT Professional/ Remote Meeting Moderator
- Rebekah Grant, FPC Coordinator
- Brett Barcel, Director of Golf Operations
- Kandice Newton, Early Childhood and Youth Coordinator

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Linda Zalewski, Aquatics Coordinator
Toria Davis, Cultural Arts Coordinator

Professionals Present

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

Visitors : None

PLEDGE OF ALLEGIANCE

Commissioner Massie led the Pledge of Allegiance

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr moved to approve the agenda; seconded by Commissioner Murphy

Commissioner Starr called Roll Call vote:

Roll Call	Present	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

NEW BUSINESS

- A. FY2022 Annual Capital Improvement Project List DRAFT (1st Review & Discussion)

George Giese, Director of Administration reviewed the proposed Annual capital plan with emphasis on the development of a 5 Year Capital Improvement Plan (CIP) with significant infrastructure needs that span over several years with some projects that will utilize additional funding sources like ADA, Paving & Lighting, Grants and Donations. The 5 year Capital Improvement Plan’s worksheet that was in the board

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packet, helped explain the linking of the Funding Sources to the “Earmarking” of project priorities. Staff will continue to pursue grants and funding opportunities as they come up in hopes of providing relief for other capital projects and needs. Staff responded to questions from the Board in reference to Hill Street Park and the upstairs apartment space at the Friendship Park Conservatory.

UNFINISHED BUSINESS

A. FY2022-2026 Capital Replacement and Improvement Plan DRAFT (2nd Review & Discussion)
Executive Director Jarog explained this is the second review of the Capital Replacement and Improvement Plan draft with changes of the table of content page; inclusion of the 5 year program summary; and the scope of work & budget on the ComEd pathway. Ben Kutscheid, Park Planner reviewed the upgrades to the plans like the ComEd pathway from Algonquin to Linneman, slightly changed the cost of the improvements for Lions playground which included the ballfield improvements and the roof at Central Community Center for 2023. Staff answered questions from the Board.

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 September 22, 2021
- B. Ratification of Accounts Payable for September 2021 in the amount of \$478,228.25
- C. Ratification of Payroll September 2021 in the amount of \$258,966.66

MOTION

Commissioner Tenuta moved to approve the Consent Agenda as presented; seconded by Commissioner Massie.

Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
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

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ADOPTION ITEM

- A. Adoption of Resolution # 802 : A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Mt. Prospect Park District for the Levy Year 2021.

Executive Director Jarog reviewed the Resolution #802. Lee Howard, District CPA gave a brief history & perspective of the Levy process.

MOTION

Commissioner Massie moved to adopt Resolution No. 802, A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Mt. Prospect Park District for the Levy Year 2021; seconded by Commissioner Tenuta.

Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
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 September financial statements highlighting the following areas:

- Property Taxes: the second installment was partially received in September, the balance will be received in October’s financial statement.
- September Golf Report: The August report shows golf revenues at 112% of budget for the month of September and 112% year to date. Expenditures are 88% of budget year to date for a net that is \$357,629 better than budget, 9 months through the year.
- September Pool Report: The Meadows pool revenue reaches \$169,844 surpassing it’s previous record year of \$155,061 in 2017; RecPlex pool revenue at \$246,658 YTD is 186% of the annual budget plan for 2021.
- September RecPlex Facility Report: RecPlex facility revenue through August is 142% of the annual budget, expenditures are 63%.
- September Recreation Programs: Overall, the program revenues through August have hit 143% of planned annual revenue for 2021. In July 2019(Non-Covid) Revenue was 2,237,531 with net of 977,459 and in 2021 (Covid) revenue is 1,400,112 with net of 742,768. Program YTD revenues remain constant at 63% of 2019. Net improves by 2% to 75% of 2019.

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- September Child Care Programming: Child Care Programs (Kids Klub, Day Camp and Preschool) have the nine month period outperformed expectations reaching \$451,609 in revenue or 178% of the annual budget plan. Day Camps accounting for $\frac{2}{3}$ of this revenue category, normally $\frac{1}{2}$.
- 2021 Budget Progress: At this point through September, it looks like the possibility of a budget amendment we had discussed for 2021 will not be required.

EXECUTIVE REPORT

Executive Director Jarog reviewed upcoming events:

- Trick or Treat Trail 9-4pm at RecPlex October 23
- Mother Son Paint Night, 6-7:30 pm The Art Studio October 29
- Basketball registration deadline for grades KG-2 and 7&8, November 1
- Blood Drive, November 3 at RecPlex
- Winter Registration November 8, Program Guide available online
- Veterans Day Virtual Ceremony, November 11
- Winter Planter Workshop at FPC November 15,17 & 20
- Healthy Lecture Series, "Diabetes" Rec Plex November 17

Executive Director Jim Jarog discussed the proposed FY 2022 Annual Capital requests along with the second review of the District's 5 Year Capital Improvement Plan. Staff will take the Board's feedback from the board meeting tonight and return next month with a final review for the Board's consideration at the November Board meeting.

The first review of the Budget FY2022 will be presented at the November Board meeting. Staff is currently itemizing projected revenue and expenses for next year's FY2022 budget. Several factors that will need to be carefully considered are as follows:

- The labor market which has become extremely competitive over the past year with rising wages and a shortage of qualified applicants.
- The minimum wage rate will once again increase on January 1, 2022 to \$12.00 per hour.
- The District's compensation study by HR Source will occur within the first few months of 2022. This study will help to create fair and standardized wages across the District but also result in additional staffing expenses for the District.
- Services and supplies have continued to rise-which will equate to increased expenses for the District.

Some positive budget items for consideration:

- The District proactively locked in energy costs for most of our large electric/natural gas accounts ahead of the rising energy market. This will help to stabilize utility costs over the next several years.

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- With the District taking a very conservative budgeting approach for FY2021 this allowed the District to surpass many of the revenue goals.
- Increased revenue and reduced expenses have allowed the District fund balances to grow. This helped the District to continue to stabilize its financial position.

The District's existing agreement with Sikich LLP for financial auditing services has ended. Request for Proposal (RFP) for the District's auditing services for fiscal years 2021, 2022, and 2023. All proposals received will be reviewed and evaluated by staff to identify the most qualified firm for the District and send the recommendation to the Board for approval at the December 15, 2021 Board meeting.

President Kurka inquired about the cost of our current agreement with Sikich.

Commissioner Tenuta gave kudos to the staff at FPC for all their new youth classes. Director Troy and Commissioner Tenuta discussed Early Childhood classes and reasons for some cancellations and the challenges the District has faced in finding and hiring qualified staff members to teach these classes as well as the importance of getting younger children into our programs at an early age. Commissioner Tenuta likes the look of the online brochure and how easy it is to go through and thank staff for their hard work.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Starr asked the status of the Community Band. Executive Director Jarog explained staff have worked with the band members and as of today there are 23 members who have signed up. Commissioner Starr suggested a fundraiser for the band. Jarog stated that the Community band has their own foundation and are considering possibly using some of those funds to supplement the band needs. Commissioner Doherty feels when you have great staff that should be thanked and recognized. He would like to recognize Tara (his daughter's dance instructor) for sending out emails to her classes and explaining the outline of her class and dance program. She also gave out her cell phone number, in case anyone had questions or needed to get in touch with her. She has gone above and beyond and has made a great impression. The park district has great staff.

Commissioner Starr wants staff to know again how he appreciates the effort and detail of the board report's in the packet.

ADJOURNMENT TO CLOSED SESSION

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; seconded by Commissioner Starr.

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Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka		X	
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		

TAKE ACTION,IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

None

ADJOURNMENT

Commissioner Murphy made a motion to adjourn the meeting; seconded by Commissioner Massie.

Commissioner Starr called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka		X	
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Meeting adjourned at 8:07 pm.

Respectfully submitted,

William J. Starr, Secretary