

Approved Regular Board Minutes
11-17-21

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, November 17, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 6:30 p.m.

President Kurka read the following Determination statement: As 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 in-person. It is my determination that it is neither practical nor prudent to have tonight's Board meeting solely 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 solely on an in-person basis at the regular location for Board meetings at Central Community Center. Therefore tonight's Board meeting is also being held by remote virtual means, and specifically through the use of the audio capacities of the Zoom platform. Thank you.

Commissioner Tenuta 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

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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
Linda Zalewski, Aquatics Coordinator
Toria Davis, Cultural Arts Coordinator

Professionals Present

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

Visitors : None

PLEDGE OF ALLEGIANCE

Commissioner Massie led the Pledge of Allegiance

CHANGES OR ADDITIONS TO AGENDA

President Kurka moved the Parks Foundation after the Public Comments.

APPROVAL OF AGENDA

Commissioner Tenuta moved to approve the agenda as amended and was carried by unanimous voice approval.

PUBLIC COMMENT

None

PARKS FOUNDATION

Ruth Yueill, Executive Director for the Parks Foundation discussed the following:

- Longtime Treasurer, Barb Sabaj, after 20 plus years of service is stepping down as treasurer and Joe Tuscak will be the new treasurer as of January 2022. Barb will remain on the Foundation.
- Creature Feature Movie Fundraiser held on October 16, was a huge success. 48 families participated in the fun and the raffle raised \$700. The event all together raised \$2,300. A special thank you to the Park Board of Commissioners for their generous donation towards the family night raffle.
- January 5, 2022 meeting will welcome new members.
- The Foundation is in the process of organizing the details for a winter fundraising event. A Mardi Gras style event is considered for late February. More to come in this adult event.
- The Parks Foundation will sponsor the 2021/2022 free Ice Rink at the Mt. Prospect Golf Rink. The Foundation will purchase liners for the rink (approximately \$1,500 each).

UNFINISHED BUSINESS

A. FY 2022 Annual Capital Improvement Project List DRAFT (Final Review & Discussion)
George Giese, Director of Administration reviewed the proposed Annual Capital List and 5 Year Capital Improvement Plan. The first year of projects from the 5 Year CIP were incorporated into the Annual Capital List, which will be the plan moving forward each year. The 5 Year CIP will be updated as needed throughout the year to be incorporated into future Annual Capital Lists. If the Board approves of the Capital List, capital codes will be created and work will begin as applicable. Director Giese asked for any questions from the Board.

NEW BUSINESS

A. FY 2022 Proposed Operating Budget
George Giese, Director of Administration reviewed the proposed operating budget for FY 2022. He explained the uncertainties still surrounding budgetary figures and the pandemic, but noted that staff's goal was to utilize the experience gained in 2021 to better inform projected revenues. Overall, revenues are still down compared to pre-pandemic figures across many program areas - however, they are significantly increased from the very conservative FY 2021 budget. As for expenses, Director Giese explained some of the factors influencing those budgets - including rising minimum wage, a competitive labor market, budgeting for staffing shortages and making adjustments for the upcoming compensation study slated for 1 -2022. Finally, Director Giese noted that the budget will continue to be worked on into the new year with final approval requested in March. Lee Howard, CPA reviewed the FY 2022 budget on a fund-by-fund basis, noting that the General and Recreation Funds have been budgeted in balance. He proceeded to explain planned drawdowns and special circumstances in other funds and reviewed the

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Recreation Fund as a whole. The budget will remain on the agenda into the coming months as needed before approval.

Commissioner Murphy asked about revenues being increased significantly from FY 2021. Mr. Howard/Director Giese pointed to 2021 actuals and trends in the budgets established for 2022, with adjustments being made across many areas of the Park District based on 2021's results.

Commissioner Tenuta asked if lack of staffing affected the budget process, to which Director Giese agreed and noted that a competitive labor market would be a recurring theme in FY 2022 for many areas.

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 October 20, 2021
- B. Approval of Board of Commissioner Meeting Schedule 2022
- C. Ratification of Accounts Payable for October 2021 in the amount of \$2,375,849.82
- D. Ratification of Payroll October 2021 in the amount of \$408,914.61

MOTION

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

Commissioner Tenuta 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		
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PUBLIC COMMENT

None

ADOPTION ITEMS

District Attorney Thomas Hoffman gave credit to Staff for their hard work.

- A. **ADOPTION OF ORDINANCE NO. 803:** being “An Ordinance levying taxes for all Corporate purposes, for Bonds redemption and Interest retirement, for establishing and maintaining Recreational programs, for the payment to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against Liability, property damage or loss, for Conservatory Fund expenses, for a Paving and Lighting Fund, and for special recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2021 and ending the thirty-first day of December, 2021”, on the understanding that the total amount being levied by Ordinance No. 803 is \$11,201,067 comprised as follows: for all Corporate purposes \$2,600,100, for Bonds redemption and Interest retirement \$3,285,967, for establishing and maintaining Recreational programs \$1,745,000, for the payment necessary to be made to the Illinois Municipal Retirement Fund \$690,000, for Social Security expenses \$475,000, for payment of costs of protecting the Park District and its employees against Liability, property damage or loss \$770,000, for Conservatory Fund expenses \$780,000, for a Paving and Lighting Fund \$95,000 and for special recreation programs for the Handicapped \$760,000.

MOTION

Commissioner Tenuta moved to adopt Ordinance No. 803, being “An Ordinance levying taxes for all Corporate purposes, for Bonds redemption and Interest retirement, for establishing and maintaining Recreational programs, for the payment to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against Liability, property damage or loss, for Conservatory Fund expenses, for a Paving and Lighting Fund, and for special recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2021 and ending the thirty-first day of December, 2021”, on the understanding that the total amount being levied by Ordinance No. 803 is \$11,201,067 comprised as follows: for all Corporate purposes \$2,600,100, for Bonds redemption and Interest retirement \$3,285,967, for establishing and maintaining Recreational programs \$1,745,000, for the payment necessary to be made to the Illinois Municipal Retirement Fund \$690,000, for Social Security expenses \$475,000, for payment of costs of protecting the Park District and its employees against Liability, property damage or loss \$770,000, for Conservatory Fund expenses \$780,000, for a Paving and Lighting Fund \$95,000 and for special recreation programs for the Handicapped \$760,000; seconded by Commissioner Klicka

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Commissioner Tenuta 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			

- B. **ADOPTION OF RESOLUTION NO. 804:** BEING “A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021”; SECONDED BY COMMISSIONER MASSIE.

MOTION

COMMISSIONER MURPHY MOVED TO ADOPT RESOLUTION NO. 804, BEING “A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021”; SECONDED BY COMMISSIONER MASSIE.

Commissioner Tenuta 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		
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- C. **ADOPTION OF ORDINANCE NO. 805:** “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$3,060,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019C, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.”

MOTION

COMMISSIONER MASSIE MOVED TO ADOPT ORDINANCE NO. 805, “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$3,060,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019C, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS”; SECONDED BY COMMISSIONER KLICKA.

Commissioner Tenuta 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

- D. **ADOPTION OF ORDINANCE NO. 806:** BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$8,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2014A, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.”

MOTION

COMMISSIONER TENUTA MOVED TO ADOPT ORDINANCE NO. 806, BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$8,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2014A, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.”; SECONDED BY COMMISSIONER KLICKA.

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Commissioner Tenuta 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			

- E. ADOPTION OF ORDINANCE NO. 807:** BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY PRINCIPAL AND INTEREST ON \$3,190,000 GENERAL OBLIGATION REFUNDING PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017B, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS”.

MOTION

COMMISSIONER MURPHY MOVE TO ADOPT ORDINANCE NO.807, BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY PRINCIPAL AND INTEREST ON \$3,190,000 GENERAL OBLIGATION REFUNDING PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017B, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS”.; SECONDED BY COMMISSIONER KLICKA.

Commissioner Tenuta 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			

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APPROVAL ITEMS

A. Approval of the Annual Capital List for FY 2022

Executive Director Jarog explained this year’s Capital Improvement List Incorporates the first year of projects from the District’s new 5-Year Capital Improvement Plan (C.I.P.); along with the District’s routine Annual Capital Projects, which are compiled for the Board’s review each year. This year’s budget for Capital included \$1.3 million in bond proceeds but also carried over an amount of \$532,891 in reallocated funds from prior issuances. Staff will continue to pursue grants, donations and funding opportunities as they arise in hopes of providing relief for other capital projects and needs.

MOTION

Commissioner Massie moved to approve the Mt. Prospect Park District’s Annual Capital Improvement List as submitted for Fiscal Year 2022; seconded by Commissioner Murphy.

Commissioner Tenuta 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 October financial statements highlighting the following areas:

- Property Taxes: the second installment was received and is reflected in October’s financial statement.
- October Golf Report: The October report shows golf revenues of \$2,071,000 exceeding budget by \$153,450 and expenditures as of \$1,338,225. Projected Golf expenditures are \$1,516,781 for this year.
- October Pool Report: RecPlex pool revenues through October are \$310,163 down 25% from 2019. The indoor pools expenditures are down 19% from the non-covid year. \$52,000 in pass revenue was re-allocated to the pool this month from RecPlex operations, based on pool usage by premier pass holders. This pass usage changed in 2021 and it became the only RecPlex pool pass during Covid.

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- October RecPlex Facility Report: RecPlex facility revenue through October are \$198,868. Up 16% from last year, but down 46% from 2019.
- October Recreation Programs: Overall, the program revenues through October have hit 161% of planned annual revenue for 2021. In 2019 Revenue was 246,504 with net of 1,237,245 and in 2021 revenue is 1,575,666 with net of 853,239. Program YTD revenues remain constant at 64% Net improve 69%.
- October Child Care Programming: Child Care Programs (Kids Klub, Day Camp and Preschool) have the tenth month period outperformed expectations reaching \$493,098 in revenue or 194% of the annual budget plan. Day Camps accounted for 61% of this revenue category.
- 2022 Budget Progress: The budget introduced at the November 17, 2021 meeting provides for all operating funds of the District. It is the beginning of the legal compliance process which culminates with passage at the March meeting.

EXECUTIVE REPORT

Executive Director Jarog reviewed upcoming scheduled events:

- RecPlex November 25 Holiday Hours 7am-noon
- RecPlex Triple Turkey Burner on November 26, 9-10:40am
- Mrs. Claus Ornament Workshop at the Art Studio; December 4
- Seasonal Celebration at Friendship Park Conservatory on December 11
- Youth Indoor House Soccer, Registration deadline December 17.
- Winter Break Camp-December 20-23, at RecPlex
- Job Fair December 21 at RecPlex
- Holiday Hunt December 22 at RecPlex Pool
- Winter Break Camp at Rec Plex December 27-30

Executive Director Jarog discussed the FY2022 Budget and explained that the District's conservative approach to financial planning has allowed us to continue to increase fund balances and improve our overall financial status during this difficult time and the first review of the FY2022 Draft Budget primarily reflects a closer to normal budget. The District anticipates a continued rise in program participation but a slight decrease in golf revenue for 2022. Our dedicated staff has continued to offer the majority of the programming while still operating at reduced staffing levels. The 2022 Budget will also anticipate possible changes as a result of the forthcoming Compensation Study.

The upcoming reminders of:

- CCC Rink Dedication/Ribbon Cutting, January 19, 2022 At 6:30 pm (Confirmation pending)
- Regular Board Meeting January 19, 2022 at 7pm

Executive Director Jarog would like to thank staff for all they do and their dedication and for the Commissioners for reaching out prior to the meeting to review and ask questions.

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Commissioner Tenuta asked the Executive Director if we are competitive at \$12 an hour. Executive Director Jarog stated we are not and are continuing to make adjustments as necessary until the Compensation Study can be completed early next year. Commissioner Tenuta also stated that Director Barcel and his staff have done a commendable job with limited staff, along with all staff in the district. They do it with kindness and that is what brings people back to the District.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

None

ADJOURNMENT TO CLOSED SESSION at 7:50 pm

Commissioner Murphy 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 Massie.

Commissioner Tenuta 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

TAKE ACTION,IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION at 7:55pm to OPEN SESSION

MOTION

Commissioner Tenuta made a motion to approve the employment agreement for Jim Jarog as Executive Director from January 1, 2022 through December 31, 2024; seconded by Commissioner Murphy.

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Commissioner Tenuta 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			

ADJOURNMENT

Commissioner Tenuta made a motion to adjourn the meeting; seconded by Commissioner Murphy. At 7:56 pm .

Commissioner STenuta 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

Respectfully submitted,

William J. Starr, Secretary