

Approved Regular Board Minutes
12-15-21

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, December 15, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 7 p.m.

President Kurka read the following Determination statement: As President of the Park Board and due to the 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 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

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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
Linda Zalewski, Aquatics Coordinator
Toria Davis, Cultural Arts Coordinator
Tim Sullivan, Athletic Assistant

Professionals Present

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

Visitors

Shirley Klicka
Chris Figaro, Mrs. P & Me
Chris Bozonelos, Mrs. P & Me
M. McNamara, Open Kitchens

Commissioner Starr called the Roll Call:

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	

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PLEDGE OF ALLEGIANCE

Commissioner Starr led the Pledge of Allegiance

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr moved to approve the agenda and was seconded by Commissioner Tenuta.

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

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 November 17, 2021
- B. Ratification of Accounts Payable for November 2021 in the amount of \$762,058.02
- C. Ratification of Payroll November 2021 in the amount of \$269,178.56

MOTION

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

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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	
Motion passed			

PUBLIC COMMENT

None

NEW BUSINESS

- A. Service Anniversary Recognition:
- Commissioner Klicka-26 years
 - Commissioner Doherty-20 years
 - Commissioner Tenuta-10 years

President Kurka recognized Commissioner Tenuta, Commissioner Doherty and Commissioner Klicka and stated that all have served with commitment, passion, investment and integrity. Together, they have dedicated over 50 years of combined service to Mt. Prospect Park District. They are well informed and prepared to support the mission of parks and recreation as well as wrestle with the more challenging issues that arise from time to time. They are good stewards of this agency; committed to a better tomorrow for all residents young and old. All three have supported and praised the hard work and innovative ideas of District staff. In truth, the world is short on individuals committed to volunteering their time for the success of something greater than their own ambitions. The Mt. Prospect Park District represents our corner of the world. We value those who show up for the sole purpose of making the world a better place and offer gratitude and praise for their efforts. Because of each of you, Mt. Prospect Park District is a respected and recognized agency within our community.

A. 2021 End of Year Review/Recreation Department

Nick Troy, Director of Recreation introduced his Recreation Staff: Mike Azzaretto, Rebekah Grant, Brian Hecker, Kandice Newton, Nancy Prosser, Toria Smith, Tim Sullivan, Brad Wesse, Kristina Winans, Linda Zalewski and Ann Zimmerman and explained how proud he was with all the program challenges they have overcome and accomplished. Each staff member shared some of their most significant accomplishments over this past year:

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- Kristina Winans, Early Childhood Youth Coordinator and Kandice Newton, Early Childhood and Youth Coordinator reviewed Virtual Preschool 2020-2021(average 35 children per month at \$5,800 in revenue); Play & Learn for the 2020-2021 school year(modified preschool program offered 234 registrations, \$35k in revenue); Early Childhood & Youth Summer Camp (2,457 registrations at \$312,000 in revenue); Preschool 2021-2022 (as we know it: 89 and KinderKlub/ Kids Klub
- Nancy Prosser, Facility Manager spoke about the RecPlex 30th Anniversary events; Rentals at RecPlex and Lions Recreational Center and the Community Outreach
- Brian Hecker, CCC Facility Coordinator explained the removal of Sport Court; Divider Curtain Installation (already been utilized) and the Turf Installation. The first Turf Rental was October 30, 2021 and rental revenue in November was \$20,000. The District has received such positive feedback for the new turf.

Commissioner Tenuta asked how the people found out about the turf? Brian Hecker explained that people and groups heard by word of mouth. Soccer organizations, clubs, etc. all called wanting to book space.

- Ann Zimmerman, Cultural Arts Manager and Toria Davis, Cultural Arts Coordinator reviewed the Visual Arts and the high participation for adult and youth; Popular classes and the DIY kits and party kits offered; Performing Arts-Dance with 1,498 dance class registration (\$200,650 revenue) first outdoor dance recital at the bandshell (450 dancers); Daddy Daughter Ballet was a hit; and the MP Community Band returned to rehearsals in September outdoors with two performances this fall; Kids on Stage Children's Theater offered live performances in August and December; 46 thespians performed and brought in \$7,000 in revenue with another \$800 in ticket sales and the private guitar lessons returned in June and are now filled.

Commissioner Tenuta stated the numbers are doing really well and how much the community appreciates it.

- Mike Azzaretto, Aquatic & Fitness Manager and Linda Zalewski, Aquatics Coordinator discussed Meadows Pool and the successful and efficient new birthday party format featuring the reservation system; 1580 pool passes sold in 2021 and patrons enjoyed 8 themed pool fun days; In the Aquatics programming the Sharks Swim Team earned revenue of \$107,934 in 2021; Swim lessons continue to be safe and popular and the new Aquafit unlimited structure increased revenue by 49% in November.
- Brad Wessel, Youth Athletic Coordinator and Tim Sullivan, Athletic Assistant remarked the in increased of 139 participants in all classes and leagues in 2021; the enhanced baseball/softball all-star games received positive reviews; Winter soccer starts this month due to the turf with an increase of 387 participants this year for youth soccer; gymnastics returned in the fall of 2021; Tennis lessons experienced an increase in revenue by 58%; Athletic summer camps were very popular
- Mike Azzaretto, Aquatic & Fitness Manager stated in Fitness the new membership structure resulted in 88% on recurring memberships; currently over 1,000 members; Group fitness

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programming offered in-person, outdoors, Zoom, and Fitness on demand for broad appeal and the personal training/massage revenue is up 44.5%; the 3 miles Mt. Melas Adventure Run with 12 obstacles had 187 participants with a net revenue of 49% compared to Go Green 5K in 2019 and would recommend the Mt. Melas Adventure Run to a friend.

- Ann Zimmerman, Cultural Arts Manager and Rebekah Grant, FPC Coordinator reviewed the FPC programming and the FPC Rentals: The Outdoor Adventure Camp had 103 participants with \$16,635 in revenue; New Programs included Mother Daughter Tea Party, Bunny photos, Mom & Me Pumpkin Planters, Santa photos, Jr. Geologists, Seasonal Celebration along with Earth Day, Plant Sale and Winter Planter. In 2021 rentals totaled 66 with room revenue of \$22,585 for baby & bridal showers, funerals, birthday parties, wedding photos & ceremonies. Beverage totals were \$4,500 & Linens at \$3,300.

Commissioners had a few comments:

Commissioner Tenuta thanked staff and stated this presentation was the best Recreation presentation in her last 10 years.

Commissioner Starr congratulated the Recreation staff and was impressed how many families are coming to the programs (exceeding expectations), and feeling safe to participate. It is wonderful and nicely done.

Commissioner Doherty stated as a Board the first year of Covid was doom and gloom with the state's constant changes but the Recreation staff knocked it out of the park. Hearing how staff exceeded numbers, kept the participants safe and enjoying the programs. His family has been enjoying programs, as well. Congratulations.

Director of Recreation, Nick Troy wanted to thank Mary Kiaupa, Human Resource & Risk Manager for all her hard work helping the Recreation staff during this challenging time.

President Kurka thanked staff for their hard work and dedication

Commissioner Tenuta is looking forward to 2022 and proud of the staff for their resilience and always thinking of the community.

APPROVAL ITEMS

A. Approval of Auditing Proposal for Fiscal Years 2021, 2022 and 2023

Lee Howard, CPA reviewed the results of the RFP received from PKF Mueller, Sikich LLP and Illinois NFP Audit and Tax, LLP for the new three year auditing agreement covering fiscal years 2021, 2022 and 2023. Mr. Howard explained the previous firm (Knutte) owners had retired and the contract had been acquired by the current firm (Sikich LLC) without a selection process. This had prompted an audit selection process by RFP. Six firms of varying size were solicited. The three responding firms each had audit managers with previous experience on a Mt. Prospect Park District audit. After a review of the proposals, Director Jarog and Giese agreed, Illinois NFP proposal best met the District's needs.

MOTION

Commissioner Tenuta moved to approve the proposal received from Illinois NFP Audit and Tax, LLP for Auditing Services for Fiscal Years 2021, 2022 and 2023, in the amount of \$56,250 and authorized the

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Executive Director to execute this proposal on behalf of the Mt. Prospect Park District; seconded by Commissioner Klicka

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

B. Recommendation to Revise the Mt. Prospect Park District’s Personnel Policy Manual
Mary Kiaupa, Human Resource & Risk Manager reviewed Appendix M: Whistleblower protection policy and procedures to be added to the Mt. Prospect Park District Personnel Policy manual.

MOTION

Commissioner Doherty moved to approve staff’s request to formally add Appendix M: Whistleblower protection policy and procedures, to the Mt. Prospect Park District Personnel Policy Manual; seconded by Commissioner Starr

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

C. Approval of the Mt. Prospect Park Golf Club Concession Agreement
Brett Barcel, Director of Golf Operations reviewed that 10 requests for proposals were sent out to reputable food service providers for the 2022-2024 golf season. Two proposals were received, one from Open Kitchens and the second from Mrs. P & Me. Mr. Barcel stated that staff has reviewed the proposals

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and proceeded to review to the Board both vendors' strengths and qualifications. Each vendor spoke about their strengths and why they felt they should be awarded the Mt. Prospect Club Concessions agreement. Both vendors explained what they would do differently compared to what has been done for the community (events) at the Golf Course.

President Kurka thanked both vendors for coming out to the Board meeting tonight.

Commissioners had a few comments:

Commissioner Doherty asked where does the district stand on events during the golf season and Director Brett Barcel explained they get a list at the beginning of the year and 90% of the events are related to the community. The idea of community events like the ice skating rink shows how great the golf course is, with golf still the main focus of the golf course.

Commissioner Tenuta asked if there are limits to how many can occupy the tent because larger events in the tent do overflow into the golf course. Director Barcel explained that staff is aware of this and they do address it.

Commissioner Doherty asked Mrs. P & Me if they thought about staffing for the golf course. They stated they would not have a problem with staffing and are prepared for the new hours. Both companies from experience are great companies. This year we have a local company within our district with a long history in the community who has provided services to the community and a community establishment based company. It would be a win-win for the district, for Mrs. P & Me and for the people in Mt. Prospect.

Commissioner Starr says the theme for tonight has been creativity and Open Kitchens is a wonderful company but a change with a creative point of view, would be good with Mrs. P & Me.

President Kurka agrees both with Commissioner Doherty and Starr. Open Kitchen has done a great job the past twenty years. It would be a fresh start with Mrs. P & Me and an established community based company.

MOTION

Commissioner Doherty moved to approve the Mt. Prospect Golf Club Concession Agreement with Mrs. P & Me for the term of March 1st, 2022 through February 28, 2025 in the amount of \$153,00.00; seconded by Commissioner Starr.

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

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President Kurka thanked Open Kitchens and wished them the best. Congratulations to Mrs. P & Me.

FINANCIAL ADVISOR'S REPORT

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

- Property Taxes: In a new development, the District will be receiving a one-time amount of \$216,748, above the tax cap, representing amounts issued between November 1, 2020 and October 31, 2021 as provided by the Cook County Treasurer.
- November Golf Report: The November report shows golf revenues of \$2,120,140 exceeding \$227,500. Going into winter and even with an expected December loss of 88k, the course will set a record net for the 2021 year.
- November Pool Report: RecPlex pool revenues through November are \$343,242, down by 22% from 2019. The indoor pool expenditures are also down 21% from the non-covid year. This leaves a net cost of operation of \$19,000 through November compared to \$16,000 in 2019.
- November RecPlex Facility Report: RecPlex facilities revenues through November are \$223,686. Up 22% from last year, but down 45% from 2019.
- November Rec Programs: Overall, program revenues through November have hit 176% of planned annual revenue for 2021. Covid (21) vs. non-Covid (19): 2019- Revenue 2,608,211; Net 1,128,696; 66% and 2021- Revenue 1,716,623; Net 900,816; 80%
- November Child Care Programming: Child Care Programs, Kids Klub, Day Camp and Preschool have for the eleven month period outperformed expectations reaching \$542,485 in revenue or 214% of the 2021 annual budget plan and 44% of 2019 revenue. Net for the category is \$372,775 or 59% of the 2019 eleven month net.

EXECUTIVE REPORT

Executive Director Jarog reviewed upcoming scheduled events:

- Holiday Gift Workshop at the Art Studio, December 20
- Winter Wonderland Class at FPC, December 20 & 21
- Annual Job Fair at RecPlex, December 21
- Holiday Hunt at RecPlex Pool, December 22
- Winter Break Camp at Rec Plex December 27-30
- Registration begins for Youth Spring Outdoor Soccer and Youth Tee Ball, Baseball and Softball Leagues, January 3, 2022
- 2nd Annual Job Fair at RecPlex, January 5, 2022
- Healthier You begins for Members, January 10, 2022

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- Parent Tot Open Gym at RcPlex February 17, 2022

Executive Director Jarog stated he would like to express his sincere gratitude not only to the Recreation staff, but to all of the employees throughout the District, for their unwavering commitment to serve the Community and the residents of the Mt. Prospect Park District during these challenging times. He also stated during the second year of the pandemic, it would be easy to become discouraged and lose hope. Despite this, the staff of Mt. Prospect Park District has continued to put their best efforts forward on a daily basis. Executive Director Jarog wishes to thank each and every one of the staff for their continued hard work and dedication. Without each of you, the District would be unable to make such a positive impact on the community. Thank you for your ongoing commitment to the District during these unprecedented times. He also puts great value in the lessons learned over the past few years and looks forward to increasingly better times in 2022 while continuing to enrich the quality of life for our residents. Executive Director Jarog then thanked the Park Board of Commissioners for allowing him to continue to lead the District for another three years and for the opportunity to serve this great community that we are a part of.

Commissioner Tenuta stated that the Recreation department knocked it out of the park, and the year end review photos were wonderful to see what the Park District has accomplished and is looking forward to 2022.

President Kurka thanked staff who came out tonight and to all the Commissioners for their service and longevity- congratulations.

PUBLIC COMMENT

Shirley Klicka stated she was very impressed with the Recreation staff's presentation and thanked everyone for the work they do for our community.

ADJOURNMENT

Commissioner Starr made a motion to adjourn the meeting; seconded by Commissioner Tenuta at 9:07 pm .

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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	Motion Passed

Respectfully submitted,

William J. Starr, Secretary