

Approved Regular Board Minutes
1-19-2022

Approved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 19, 2022 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
Brett Barcel, Director of Golf
Mike Azzaretto, Aquatic & Fitness Manager
Brian Hecker, CCC Facility Coordinator

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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
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

Leon Younger, Pros Consulting
Terry Berkbuegler, Confluence

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 Murphy.

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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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 December 15, 2021
- B. Approval of Minutes for the Special Board Meeting on December 30, 2021
- C. Ratification of Accounts Payable for December 2021 in the amount of \$404,611.61
- D. Ratification of Payroll December 2021 in the amount of \$264,659.30

MOTION

Commissioner Massie moved to approve the Consent Agenda as presented; 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

PUBLIC COMMENT

None

ADOPTION ITEM

- A. Ordinance No. 808- 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. 808.

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MOTION

Commissioner Starr moved to adopt Ordinance No. 808- 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 for the Closed Session Meeting Dates of January 22, 2020 and February 12, 2020; 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

APPROVAL ITEMS

- A. Regular Board Meeting change of date for the February meeting and change of meeting times for Calendar Year 2022.

Teri Wirkus, Executive Compliance Officer explained there are scheduling conflicts with some Commissioners so it has been requested to change the February meeting to February 9 and the second request that all 2022 board meetings start at 6:30pm.

MOTION

Commissioner Murphy moved to approve the change to the Board Meeting date in February for the Mt. Prospect Park District Board of Park Commissioner from February 16, 2022 to February 9, 2022; 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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MOTION

Commissioner Starr moved to approve a change of start time for all future 2022 Board Meetings for the Mt. Prospect Park District Board of Park Commissioners to 6:30 pm starting in February and through the remainder of the 2022 calendar year; 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

B. 2022 Comprehensive Master Plan Consultant Review and Approval

Ben Kutscheid, Park Planner explained the Mt. Prospect Park District's need for a Comprehensive Master Plan which was previously identified in the District's 2018 "Mapping Our Future" Strategic Plan. The master plan is the District's roadmap to ensure an appropriate balance is achieved as it relates to current and future facilities, services and amenities.

The District published a notice of Request for Proposal (RFP) in the paper and posted on our website. Twelve interested firms picked up the RFP documents and only received five. The selection committee reviewed and interviewed the five firms and after final consideration the decision was made to approach Pros Consulting Inc. in an effort to finalize the selection process.

Motion

Commissioner Doherty motion to move Approval Item B-2022 Comprehensive Master Plan Consultant Review and Approval to the end of the approval items; seconded by Commissioner Murphy.

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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C. Intergovernmental Agreement Mt. Prospect Park District and CCSD59 Review and Approval

Ben Kutscheid, Park Planner, explained the playgrounds at Frost and Devonshire School are needing replacement (due to age & component replacement requirements) and are used in part by Community Consolidated School District 59 (CCSD59) as a School Playground. The Park District utilizes CCSD59 school facilities for various activities and programming. Due to this partnership, it is determined to have a formal IGA to assure the interest of both the Mt. Prospect Park District and CCSD 59 are clear to all parties involved. Staff worked with CCSD59 and Attorney Tom Hoffman to develop a comprehensive Intergovernmental Agreement(IGA). The proposed IGA has been adapted to specifically address the relationship between MPPD and CCSD59. CCSD 59 approved the IGA at their December 13, 2021 regular school board meeting.

MOTION

Commissioner Massie moved to approve the Intergovernmental Agreement between Mt. Prospect Park District and the Community Consolidated School District 59 as presented; 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

D. Design Services Approval for Friendship Park Renovation Project

Ben Kutscheid, Park Planner explained the next step in the development of Rosemary S. Argus Friendship is a professional service to transform the concept plan into construction documents. Twelve consultants picked up the RFP for review of our requirements and eight proposals were received. Staff thoroughly reviewed all the proposals received and recommended the Board approve an agreement with Eriksson Engineering Associates for professional services. The District has worked with the Eriksson Engineering Associated Lions Recreation Center Water project and is currently working on the development plans for the ComEd Highlines Trail Improvements. Eriksson Engineering Associates' fee schedule for both scenarios (with grant funding and without) so the project design fee with the OSLAD grant is \$83,000 and \$55,000 if the district doesn't receive the grant. Eriksson Engineering Associates is well qualified to complete the project, but also submitted the lowest proposed fee for both construction scenarios requested.

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The Budget impact previously approved 2022 Capital Budget at Friendship redevelopment (including parking lot) total all cost \$1,275,000(with grant) and without grant is \$875,000. The Design and Engineering budget equates to 10% of approved budget total: Survey Design Engineering budget \$127,500 (with OSLAD Grant) and Survey Design Engineering budget \$87, 500 (without OSLAD Grant). The Design and Engineering totals: \$16,375 survey (contracted with Daniel Creaney Company 12-20-21) plus \$83,000 Eriksson Design & Engineering equals \$99,375.00 (total with Grant) and (total without Grant) \$16,375 survey (contracted with Daniel Creaney Company 12-20-21) plus \$55,000 Eriksson Design and Engineering equals \$71,375.00.

President Kurka asked if the scope of work without the grant would require less work then the engineering would be reduced as well. Ben Kutscheid, Park Planner stated yes that is true. President Kurka remarked that if the engineers receive 10% of the final bill it doesn't seem like a big incentive to come under budget. It seems when you state a dollar amount then the engineers would come right to the amount so if we would require less work from the 10% over all fee or budget. Mr. Kutscheid explained if we didn't receive the grant we would eliminate the pickle ball court and fitness center installation. Commissioner Murphy asked what the plan would be for the stuff we don't do if we don't receive the grant. Mr. Kutscheid explained as money comes available, the District would look at the Master Plan to include in the future. The Executive Director stated the 5 year plan is meant as a living document which could be modified to accommodate those items in the future. Commissioner Starr asked when the OSLAD Grant would be announced. Mr. Kutscheid said typically the announcement comes around conference time which is at the end of January.

MOTION

Commissioner Starr moved to approve the District's notification from IDNR regarding the OSLAD Grant recipients for 2022 and authorize the Executive Director of the Mt. Prospect Park District to enter into a contract with Eriksson Engineering Associates for the amount as follows: \$83,000 if the Mt. Prospect Park District OSLAD Grant Application is approved or \$55,000 if the Mt. Prospect Park District OSLAD Grant application is not approved based on the scope of work associated with each scenario as presented; seconded by Commissioner Murphy.

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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MOTION

Commissioner Doherty motion for a five minute recess; seconded by Commissioner Massie and all concurred by voice vote.

B. 2022 Comprehensive Master Plan Consultant Review and Approval

Ben Kutscheid, Park Planner explained Pros Consulting Inc. is an Indianapolis area based company which has been in business for 26 years. Pros Consulting have completed approximately 1,000 Park Planning projects and about 300 Park District Comprehensive Master Plans. The Pros Team is made up of many past park professionals that bring their previous Park District experience to the process. Leon Younger, the President of Pros Consulting will be the project lead and the main point of contact. Terry Berkbuegler, Confluence, Principal Park Planner will be involved with site and facility assessment; community input, capital improvement and action plan.

Together they presented step by step on how and what they plan to accomplish with the 2022 Master Plan to the Board. Answered any questions that the Board had. Pros Consulting, Inc. submitted their proposal with a fee and related expenses totaling \$111,895.00 to complete the Comprehensive Master Plan work. After a thorough review of all proposals received, conducting interviews with the three chosen consultant teams and holding multiple discussions with references, staff confidently recommends Pros Consulting Inc. for the implementation of the Mt. Prospect Park District's Comprehensive Master Plan in 2022. Commissioner Starr and Commissioner Murphy asked if there would be any monthly updates with this plan and if this is a realistic timeline. Mr. Younger stated there wouldn't be a problem with monthly updates and understands that Covid plays a part in the timeline but Pro Consulting will go with the District's rhythm and what the staff wants. Pro Consulting will definitely need input from staff at the beginning of the process (in February) and will taper off during the busy summer.

President Kurka thanked Mr. Younger and Mr. Berkbuegler for their time and appreciated their participation in the presentation. Looking forward to moving forward.

MOTION

Commissioner Doherty moved to authorize the Executive Director of the Mt. Prospect Park District entered into a contract with Pros Consulting, Inc. in the amount of \$111,895.00 for the implementation of the Mt. Prospect Park District's 2022 Comprehensive Master Plan; seconded by Commissioner Massie.

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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

FINANCIAL ADVISOR'S REPORT

Lee Howard, District CPA, reviewed the 2021 year end financial statements and the 2022 budget considering recent economic developments:

- 2022 Budget: Operating capacity limits and social distancing requirements were lifted in 2021 mid-year (in phase 5). Effective January 3, 2022, in a bid to contain the Omicron variant, the Cook County DPH has mandated persons entering facilities provide proof of vaccination. Although the variant has introduced a new level of uncertainty, it is too soon to assess budget impact. Other recent developments regarding market wages and the 7% CPI have been factored in or withstood review to date. Also, regarding inflation, tax caps will limit the 2022 levy to 5% in December of this year.
- 2021 Golf revenues hit 2.1 million exceeding budget by 12%, and establishing an all-time record. This outdoor operation was least affected by restrictions creating an opportunity which the Golf Club seized upon.
- 2021 Pool operations had Recplex indoor pool revenues at \$375,389 down 22% from pre covid, however costs were also down producing a better net cost of operation 19k in 2021 compared to 22k in 2019. Meadows outdoor pool operated at full capacity (in a difficult year to hire lifeguards) besting 2019 by 28%. This is attributed to pent up demand and Big Surf remaining closed. Meadows net cost of operation was 40k, down 20% from 2019. Big Surf outdoor pool, while not open, incurred property costs of 12k. The balance of the 2019 net operating cost of 116k was saved.
- Recplex facility operations for 2021 were \$274,670 up 11% from last year but remained down 42% from 2019. Illinois entered phase 5 of the recovery plan June 10, 2021.
- Recreation program revenues were 1.8 million for 2021. More than double last year but remain down 34 percent from 2019. Costs were managed as reflected in the gross profit contribution for programs which increased to 52% from 43% in 2019.
- Child care programs have seen the greatest setback with 2021 Kids Klub revenues down 69% from 2019 and Preschool down 62%. Continuing limitations are reflected in the 2022 budget.

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UNFINISHED BUSINESS

A. FY 2022 Budget Update/Discussion

At this time there have not been any changes.

EXECUTIVE REPORT

Executive Director Jarog reviewed upcoming scheduled events:

- Indoor House League at CCC; Sundays through March 13
- Spring Registration Begins February 7
- Jazz Night , Friendship Park Conservatory February 11
- Off School Specials at RecPlex February 17 & 18
- Mt. Prospect Parks Foundation, Hot Cocoa Pop Up at the Outdoor Ice Rink January 30

Budget Update-FY 2022: Staff continues to review the proposed budget FY 2022 and work through the annual budget process. The latest increase to the minimum wage (\$12 per hour) became effective on January 1, 2022 and has been accounted for in the proposed FY 2022 budget. Additionally, initial funding which may be necessary to address changes as a result of the upcoming Employee Compensation Study is completed also has been included. The two new part time positions due to Cook County mitigation changes and significant increase in Covid cases have been necessary since the draft FY 2022 budget presented last year. Some changes may be necessary prior to approval at the March 16, 2022 Regular Board Meeting but at this point it is too early to tell. Staff will continue to evaluate the District's needs over the next weeks as mandates and requirements change.

PUBLIC COMMENT

None

ADJOURNMENT TO CLOSED SESSION

Commissioner Doherty moved 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 by the Body of Minutes or Semi-Annual Review of the Minutes as Mandated by Section 2.06; seconded by Commissioner Starr at 8:52 pm.

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		

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Commissioner Murphy X Motion passed

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

- A. To Approve certain closed session minutes and to release to the public record closed session minutes, if any as the Park Board deems appropriate.

MOTION

Commissioner Doherty moved to approve the content of the following Closed Session Minutes:
July 21, 2021 Section 2c(1) Personnel and Section 2c(21) Semi-Annual Review of the Minutes;
October 20, 2021 Section 2c(1) Personnel; November 17, 2021 Section 2c(1) Personnel; seconded by
Commissioner Murphy.

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

MOTION

Commissioner Doherty moved that it hereby be determined and hereby be reported to the public that the Closed Session minutes of:
July 21, 2021 Section 2c(1) Personnel and Section 2c(21) Semi-Annual Review of the Minutes;
October 20, 2021 Section 2c(1) Personnel; November 17, 2021 Section 2c(1) Personnel;
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;
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		

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Commissioner Murphy X Motion passed

ADJOURNMENT

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

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