

Approved Regular Board Minutes
9-21-22

Approved

**Mt. Prospect Park District
Regular Board Meeting**

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, September 21, 2022 at Central Community Center Facility and Remote of said Park District. Vice President Tenuta called the meeting to order at 6:30 p.m.

Vice President Tenuta read the following Determination statement: As Vice 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.

Commissioner Starr called Roll Call for the Board

On roll call, the following commissioners were present or remote:

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
Ben Kutscheid, Landscape Architect/Planner

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Jon Zgoda, IT Professional/ Remote Meeting Moderator
Ann Zimmerman, Conservatory & Visual Arts Manager
Jeffrey Langguth, PGA Head Professional

Professionals Present

Tom Hoffman, District Attorney
Lee Howard, CPA, GAI
Nick Papanicholas, Jr. , Nicholas & Associates
Dave Torres, Nicholas & Associates

Visitors

Nancy & Rich Prosser
Cheryl Lufitz
Sharon Anderson
Joe Tuczak

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr moved to approve the agenda as amended and was seconded by Commissioner Massie

Commissioner Starr called Roll Call:

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 OF CONSENT AGENDA

Vice President Tenuta 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.

*This Month's Consent Agenda Items are as follows:

- A. Approval Of Minutes: Regular Board Meeting , August 17, 2022
- B. Approval of Minutes: Special Board Meeting, August 31, 2022
- C. Ratification of Accounts Payable, August 2022 Checks and EFT's in the amount of \$671,072.75
- D. Ratification of Payroll, August 2022 Checks and Direct Deposits in the amount of \$414,117.75

MOTION

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

Commissioner Starr called Roll Call:

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

RECOGNITION

A. **Nancy Prosser-Recognition** for 32+ years of dedicated service at the Mt. Prospect Park District Vice President Tenuta congratulated Nancy for all her years of service. Nancy joined Mt. Prospect Park District in June 1989 as the Lions Center Director and Concessions Coordinator. In her early twenties and new to the work world, Nancy embraced the community service aspect of parks & recreation. She remained loyal to that component for 32 years. Focusing on facility management, Nancy has contributed to the growth of the District in a multitude of ways. Here's a quick summer of the areas she positively impacted over the last 32 years: facility operations, concessions, safety, Regsys, membership, community

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involvement, MP ice rink, district wide events, committee membership (Environmental, safety, employee, special events, customer service and employee strategic plan), she also maintained a CPRP certification for 35 years and won the 1995 IPRA facility management section professional of the year. Nancy's co-workers have described her as "all in-all the time" and know that all they needed to do was ask in order to gain her support for an event, program or new idea. A few additional stand out contributions include: Central Community Center she served on the leadership team for the planning & development of the new Central Community Center; purchased all equipment & supplies for the facility; wrote the Emergency Action Plan; set up birthday party programs; hired & trained the facility staff; established rink special events. At Rec Plex she established all operational procedures including equipment & supplies purchasing; part of the grand openings celebration & anniversary events; converted the storage area into a massage room & men's locker room into storage and women's locker room into meeting room. The Mt. Prospect Park District Board of Commissioners, Leadership Team and staff thank Nancy for her time, talent and dedication. These are truly no words to accurately convey our appreciation for the many years of service. Thank you for helping to shape the District over the last 32 years- your efforts will not be forgotten. We wish you and your family the very best in the year ahead. Congratulations!

NEW BUSINESS

A. Capital Plan Status Update- September 2022

George Giese, Director of Administration gave the Board the following update: Following the Special Board Meeting on September 13th, in which Pros Consulting presented findings on the ongoing Master Planning process, staff wanted to address the timeline for capital moving forward through the rest of 2022 and into 2023. Each year in October staff brings forth a one year draft of capital requests. This typically aligns with our annual bond sale process, though funds were received earlier in 2022 to get ahead of rising interest rates. Staff has assembled a draft list for presentation to the Board in October, which will include annual or "routine" requests alongside projects from the 5-Year Capital Improvement Plan (CIP). The 5-Year CIP continues to be updated, though the next draft will be heavily influenced by the ongoing Master Planning process, as well as Commissioner and public input. District staff would like to ensure adequate time is built into the process to digest and incorporate information from the Master Plan, in its final form, before we come forth with an updated 5-Year CIP document.

The October list is subject to change over the next two months before Board approval is sought in November. As of now, however, the projected draft will include CIP projects in the following chart.

B. Friendship Park Conservatory Improvements/Tourism Grant Opportunity

Ben Kutscheid, Landscape Architect/Planner informed the Board staff's intention to proceed with the grant submission to request funding for improvements to the Conservatory and grounds. The grant is the Tourism Attractions and Festival Grant through the Commerce and Economic Opportunity Agency of the State of Illinois. The Tourism Grant program is a 50/50 matching grant allowing up to \$500,000 of matching funding. The goal of the grant is to develop "Tourism Attractions" to increase out of town visitation, hotel, food service and related economic activity. Some elements within this proposal were

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originally part of the District's Friendship OSLAD Grant submission. With cost escalation staff identified the Tourism Grant as a means to improve the Conservatory while maximizing the use of available capital monies. The proposed changes to the Conservatory would enhance its usability and also increase the capacity for the future events. The proposed improvements include: Removal of the shelter 40x60 from the park project; shelter pad & electric service; garden patio (retaining wall, stairs, planting with benches); enhanced flooring for meeting rooms; expansion to the existing facility restrooms (additional 4 fixtures-2 each gender) and outdoor porta-potty screen and pad (occasional use if needed). These additional improvements would increase the ability of the Conservatory and Park to attract larger events and adequately accommodate them. The proposed 40x60 shelter will have a maximum capacity of 200-225 people adding to the current meeting room's capacity of about 100 people. The proposed increased bathroom fixtures would be designed to accommodate a total event of 325 people with five fixtures per gender. The estimated cost of all proposed work is \$740,000 and we are requesting \$370,000 of grant funds. This includes all improvements with design and engineering.

ADOPTION ITEMS

- A. **Adoption of Resolution # 817:** Resolution certifying and acknowledging that the Mt. Prospect Park District has sufficient funds necessary to complete the pending OSLAD/LWCF project (Lions Memorial Park Redevelopment Phase 1) within the timeframes specified in said State of Illinois/IDNR OSLAD/LWCF Project Application.

Ben Kutscheid, Landscape Architect/Planner explained the Lions Memorial Park Playground is the District's largest playground. This playground requires the most maintenance in the Park District due to its age and significant use, this playground is in dire need of replacement. Staff is in the planning process to create a master plan for the entire park with special focus on Phase 1 Improvements that include a new playground and amenities. Staff is working closely with District 57 in the development of this playground as well as other shared amenities. This project is an excellent fit for the District's submission for a 2023 IDNR OSLAD Grant. This year the 50/50 matching grant has been increased to a maximum of \$600,000. The Lion's Memorial Park Phase 1 improvements being considered for development include: new 2-5 and 5-12 playground with rubber surface; baseball field improvements; picnic grove area; new shade shelter for playground area; new fitness stations; tennis court ADA upgrades and new color coating; new benches, tables & waste receptacles; prairie/pollinator detention area plantings; planting of additional trees and shrubs. The total OSLAD Grant Project Costs are currently estimated to be \$1,550,000. The District chose Upland Design, a Landscape Design Firm with a successful history of writing IDNR grants with a focus on park design. On September 7, the District held a public meeting at Lions Recreation Center and received many positive comments from over 40 attendees.

MOTION

Commissioner Starr moved to approve Resolution #817, an OSLAD Grant Program Resolution of authorization form OS/DOC-3 that acknowledges that the Mt. Prospect Park District has sufficient funds necessary to complete the OSLAD IDNR Project of Lions Memorial Park Redevelopment-Phase 1 and further certifies that Mt. Prospect Park District will comply with all terms and conditions of the Grant documents; seconded by Commissioner Massie.

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Commissioner Starr called Roll Call:

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

Commissioner Tenuta asked if the walking paths are the whole area or only a portion of the paths and the answer was only a portion in phase 1.

Commissioner Starr asked about the area for baseball and the answer was the field will be proportional to the area.

APPROVAL ITEMS

A. Friendship Park Conservatory Shelter Bid/ Play Illinois RCP Shelter

Ben Kutscheid, Landscape Architect/Planner explained on July 26, 2022 the District advertised for bids to be received for the purchase of a prefabricated shelter to be used as part of the Rosemary S. Argus Friendship Park OSLAD redevelopment project. Three shelter suppliers picked up packets with one bid submitted on August 9, 2022 by Play Illinois for a RCP brand shelter. The costs identified on the bid was \$126,300 (40x40 shelter) and \$150,150 (40x60 shelter), inclusive of delivery but did not include installation. The original budget submitted as part of the OSLAD grant submission in August of 2021 was \$90,000 for the purchase of the shelter. Shortly after the advertisement for bids was released, the District learned of a possible opportunity for a Tourism Grant by the Illinois Department of Commerce and Economic Opportunity. Staff feels the District is well positioned to submit for this opportunity. If a grant award is received, this grant would provide a significant funding source for the financing of the shelter as well as other improvements at the Friendship Park Conservatory. The proposed shelter is shown on the original project plan and is intended to be placed NorthWest of the Conservatory to create additional opportunities for facility events and rentals.

MOTION

Commissioner Massie moved to reject all bids received from Play Illinois for the Rosemary S. Argus Friendship Park RCP Shelter and included delivery; seconded by Commissioner Klicka.

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Commissioner Starr called Roll Call:

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. Construction Management Services for the Mt. Prospect Park District

Staff has identified a need for our District to obtain the services of a Construction Manager. The goal is to secure a Construction Manager to represent the Park District on an “as needed” basis. This would eliminate the need for staff to implement the RFQ process for every project brought forth.

Staff would like to develop a Master agreement with a chosen firm. Agreements would still follow board approval requirements. Occasional consulting and project estimating, the District would utilize these professional services on a time based fee structure. When larger scale projects come forth, the district will then enter into an agreement, which would then be brought before the Board. Assistance with the following services would be a tremendous help to our staff and allow for more efficient and accurate estimating and project management. On August 16 staff published a formal Request for Qualifications (RFQ) for Construction Management Services in the Daily Herald Newspaper and our website. As a result, 13 firms picked up our Request for Qualifications packet. Of those, 9 firms submitted qualification packets for consideration. A selection committee was formed consisting of four District employees. This committee reviewed the qualification statements and scored their submittals based on content. The top three firms were interviewed. Those firms were WB Olson, Nicholas and Associates, and Leopardo. Overall, all three teams had great qualifications. The deciding factor was local presence and proven history that Nicholas and Associates with the Village and Park District. Nicholas and Associates have a long and proven track record with deep roots in our community. They possess a strong project portfolio in recreation. Nicholas and Associates was chosen as the firm that staff feels would best represent Mt. Prospect Park District. Nicholas and Associates would succeed in bringing forth successful results for our limited available capital construction dollars.

Executive Director Jarog introduced Nick Papanicholas Jr. from Nicholas and Associates Construction Management services. Nick reviewed that their company Nicholas & Associates have 44 years of experience and construction services headquarters are in Mount Prospect. The company has athletic and recreation expertise; aquatic centers and swimming pools; playgrounds and courtyards; artificial (synthetic) turf fields; field houses and gymnasiums and much more. Nicholas has helped build the

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community of Mount Prospect and surrounding areas- to name a few: Mt Prospect Park District Golf Club; Mt. Prospect Veterans Memorial Bandshell and Fountain; Mount Prospect Ice Arena/Nicholas Sportsplex; Township High School District 211 (multiple projects) and a lot more. Nicholas helps owners make informed and educated decisions about all project types and in-house expertise at zero cost to MPPD.

MOTION

Commissioner Murphy moved to authorize the Executive Director to negotiate a master agreement with Nicholas and Associates for Construction Management Services for the Mt. Prospect Park District. The proposed agreement will be brought before the Board for consideration and approval at a future Board Meeting; seconded by Commissioner Massie.

Commissioner Starr called Roll Call:

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: AUGUST REPORT

Lee Howard, CPA reviewed the following:

REFINANCING EFFORTS

Goals for refinancing the series 2014A long term bonds were not able to be achieved at this time. Baird continues to monitor the market for a positive swing.

GOLF REPORT

This marks the fourth consecutive month Golf Course revenue was better than budget. August revenues of \$303,779 were \$30,878 over budget. This narrows the YTD difference from budgeted revenue to \$42,722, down from \$148,391 at the end of April after the wet spring. YTD course net reached \$448,767 at the end of August

POOLS REPORT

Revenues for the three pools through August 31st is \$569,324. The YTD net cost of operations (net of revenue) held almost constant through August at \$97,688.

RECPLEX FACILITY REPORT

RecPlex facility revenue for August was \$28,590. Up 82% over \$15,720 last August 94% of the \$30,568 in August 2019

REC PROGRAMS

Recreation program revenues for August were \$239,418. Up 28% over \$186,881 last August and

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94% of the \$265,897 for August 2019.

CHILD CARE PROGRAMS

August childcare revenue is \$53,955 of which \$40,702 is Kids Klub. Up 13% over \$47,673 last August and 57% of the \$95,250 for August 2019

CENTRAL PROGRAMS

Central program revenue for August was \$44,018. Up 266% of the \$16,544 last August and 208% of the \$21,079 in August 2019. Hot Shots Sports and Karate contributed equally to the \$27,474 increase from this month last year and the big green spike on the chart.

CENTRAL FACILITY REPORT

Central facility revenues for August were \$24,722. Up 80% over \$13,779 last August and 98% of the \$25,349 in August 2019.

PUBLIC COMMENT

None

EXECUTIVE REPORT

Executive Director Jarog reviewed the following items:

Mt. Prospect Park District Refunding Park Bonds (ARS), Series 2022B Update

The District was scheduled to price its General Obligation Refunding Park Bond, Series 2022B on Tuesday, September 13th via a negotiated public offering with Baird Public Finance. Specifically, the Board authorized a net present value savings target of 3% of the Series 2014A refunded principal amount. Based on current market conditions and the recent movement in interest rates this issue was not priced on Tuesday, September 13th, as the most recent inflation data came in higher than anticipated causing the ten, five and one year treasury interest rates to increase by 0.12%, 0.18% and 0.20% respectively that morning. As a result of this volatile market movement, both Speer and Baird recommend to the District not to price this issue and to continue to monitor the market to see if the District can successfully enter the market to achieve the savings target as authorized under the current outstanding bond parameters ordinance. The District's current bond parameters ordinance (passed by the Board in June) is valid through December of this year and if rates remain elevated for a sustained period of time the District will still have ample opportunity to execute this refunding given that the final maturity on the outstanding Series 2014A bonds goes out through 2034. Speer and Baird will continue to monitor market conditions and provide staff and the Board with updates as to when this issue can go to market to meet the District's savings target.

Employee Appreciation Picnic 2022

On Friday, September 16th the Mt. Prospect Park District Employee Committee sponsored our annual Employee Appreciation Picnic. This year's event was held at the Mt. Prospect Golf Club with lunch provided in partnership with our new concessionaire Mrs P's. The event included recognition of 47 employees who have realized employment milestones of 5, 10, 15, 20, 25, and 30 years of service with our District. The employee recognition presentation was followed by an employee raffle where staff

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were picked at random and invited to receive a raffle prize of their choosing. The available prizes were provided by donations received from our District partners and Leadership team alike.

As the District’s Executive Director I am extremely proud of our employees and everything that they do for our residents and the Mt. Prospect Park District for the last couple of years. Thank you for everything that you do!

Upcoming Meeting Reminders:

Regular Board Meeting - Wednesday, October 19, 2021 - 6:30 pm CCC . Pros Consulting will be presenting the draft of the Master Plan and the final version will be presented at the November Board Meeting.

Two playground “Opening Celebrations” on October 3, Monday at Devonshire Elementary at 3:45pm and on October 4, Tuesday at Robert Frost Elementary at 3:45pm. Both of these projects were shared projects with District 59.

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Tenuta thanked the Maintenance and Recreation Departments for a job well done as everyone can see in the before and after pictures on Play Time Express in the packet. Maintenance did a great job on the renovations.

Public Comment

None

MOTION for ADJOURNMENT

Commissioner Starr motion to adjourn the Board meeting at 7:38pm; seconded by Commissioner Murphy.

Commissioner Starr called Roll Call:

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