

Regular Board Minutes
5-17-23

Approved 6.14.23

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

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, May 17, 2023 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:30 p.m.

Commissioner Doherty called the Roll for the Board

On roll call, the following commissioners were present:

Roll Call	Present	Remote	Absent
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
Ruth Yueill, Director of Community Relations and Marketing
George Giese, Director of Administration
Nick Troy, Director of Recreation
Matt Dziubinski, Director of Parks & Planning
Jon Zgoda, IT Professional/ Remote Meeting Moderator
Jeff Langguth, Director of Golf Operations
Brian Hecker, CCC Manager
Mike Azzaretto, Aquatics, Athletic & Fitness Mgr.
Debra Cromie, Pro Shop Office Mgr.

Professionals

Tom Hoffman, District Attorney
Lee Howard, CPA, GAI

Visitors

Thomas Wirkus
Mr. & Mrs. Styzek
Joseph & Gina Tuczak
Mary & John Masnica & family
Felicia Tuczak
Klicka Family

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PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Massie moved to approve the agenda and was seconded by Commissioner Murphy and was carried by unanimous voice approval.

PUBLIC COMMENT

None

STAFF RECOGNITION: Presented by Executive Director Jim Jarog

- Recognition of Linda Styzek, CCC Center Director for 11 years of Dedicated Service
- Recognition of Teri Wirkus, Executive Compliance Officer for 19 years of Dedicated Service

BOARD RECOGNITION: Presented by Vice President Lisa Tenuta

- Recognition of Commissioners Steve Kurka, Ray Massie & Bill Starr for 10 years of Service on the Board; Commissioner Tenuta also wanted to acknowledge the fact Commissioner Kurka has been President of the Board for the last ten years.

OATH OF OFFICE: Oath of Office administered by Teri Wirkus, District Notary:

- Commissioner Tim Doherty recited the oath of office; Commissioner Doherty said a few words on how excited he is for being elected for the next four years; congratulated Mary & Joe for being elected to the board and looking forward to their new perspective; sad to see Commissioner Tenuta and Commissioner Klicka leave and stated that Lisa always had the residents best interest in mind and enjoyed working with her; Bill, 28 years of service to the community-that is crazy and best to everyone.
- Commissioner Mike Murphy recited the oath of office; Commissioner Murphy said a few words and thanked Commissioner Tenuta and Commissioner Kurka for their dedicated service.
- Commissioner Elect Mary Masnica recited the oath of office; Commissioner Masnica looks forward to serving the community and thanked the community for electing her.
- Commissioner Elect Joseph Tuczak recited the oath of office; Commissioner Tuczak said the family was house hunting in Mt. Prospect came upon this park with soccer games going on and such a cute park that his little guy played and had fun-this is a great community and has lived here for 26 years. Thank you everyone.

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ADOPTION ITEMS

A. Resolution #830, A Resolution recognizing Commissioner Lisa Tenuta for 12 years of service to the Community as Park Commissioner for the Mt. Prospect Park District.

Lisa Tenuta said it was an honor to serve the community and she ran because she wanted WeGo Park in her community to be updated and has accomplished that and has voted on improving many more parks throughout the community; Congratulations to Commissioner Tuczak & Commissioner Masnica this is a fantastic Board to work with; thanked her husband, family and employees of MP and how they put their heart and soul into this district; how proud she was to be a Commissioner and thanked everyone on the Board and Executive Director Jarog for all they have done.

Commissioner Massie moved to adopt Resolution # 830, seconded by Commissioner Murphy.
Commissioner Doherty called the Roll

Roll Call	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

Motion passed

B. Resolution #831, A Resolution recognizing Commissioner William Klicka for 28 years of service to the Community as Park Commissioner for the Mt. Prospect Park District. Bill Klicka said he appreciated all the staff, Teri Wirkus, Executive Director Jarog and the Board; thank you to everyone who voted for him and he has enjoyed being on the Board.

Commissioner Massie moved to adopt Resolution #831, seconded by Commissioner Murphy.

Commissioner Doherty called the Roll

Roll Call	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

Motion passed

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President Kurka adjourned the meeting at 7:13pm for a 15 minute recess.

President Kurka called to re-convene the meeting at 7:28 pm, Commissioner Doherty called the Roll

Roll Call	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

C. Resolution #832, A Resolution forming a Committee on Local Government Efficiency for the Mt. Prospect Park District pursuant to Public Ast 102-1088.

Director Giese summarized the information from a legislative article from the Illinois Association of Park Districts of the Act:

- Who serves on the committee?
- What are the duties of the committee?
- What are the requirements of each meeting?
- What happens once the report is provided to Cook County?
- Proposed Implementation and Completion Plan-feedback throughout the process and meetings will be incorporated by staff into the final report and presented to the Park Board for approval prior to submission to Cook County.

Bill and Shirley Klicka have volunteered to serve on the committee as longtime residents of the Park District. We thank the Klickas for their willingness to participate in this project!

In the spirit of the Act itself, it is the goal of staff to make this process as informative and “efficient” as possible for the public as well as all involved. Meetings will tentatively be incorporated into regular meetings, and each meeting will focus on the review of different components of the required report. The goal is to complete this project by the end of 2023 which would be well-ahead of the deadline.

MOTION

Commissioner Murphy moved to adopt Resolution #832: A Resolution forming a Committee on Local Government; seconded by Commissioner Massie.

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Commissioner Doherty called the Roll

Roll Call	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

Motion passed

APPROVAL OF CONSENT AGENDA

President Kurka stated all items identified may be considered routine by the Board of Commissioners and be enacted as presented 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:

*Approval Of Minutes: Regular Board Meeting, April 19, 2023

*Ratification Of Accounts Payable for April 2023 in the amount of \$1,068,639.97

*Ratification Of Payroll for April 2023 in the amount of \$316,583.47

*Approval of the Lease Renewal for the NWSRA Pursuit programming space at CCC

*Approval of the 2023 Rec Plex First Floor Ramp / East Hallway Flooring Replacement from Trevino Flooring, Sourcewell #080819-MCD, in the amount of \$48,764.02

*Approval of the 2023 Rec Plex Fitness Center Weight Room Flooring Replacement from Direct Fitness Solutions, NCPA Contract #08-28, in the amount of \$48,985.45

MOTION

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

Commissioner Doherty called the Roll

Roll Call	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

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Motion passed

APPROVAL ITEMS

A. Approval of Credit Card Merchant Processing Agreement/Payroc

Director George Giese summarized, the Park District is in need of a new credit card processor and Payroc offers a viable, cloud-based solution that fits the District's technical needs. With the benefits of newer technology, Payroc's solution comes with lower proposed fees than our current provider, and the cloud-based integration reduces PCI compliance and liability challenges for the Park District. This integration method also provides the District with the most hardware flexibility moving forward, as our POS system will be programmed to communicate with the backend service - not individual terminals, which may change in the future.

Thank you to Joe Hoffman and Jon Zgoda for their efforts throughout this process.

MOTION

Commissioner Masnica motion to authorize the Executive Director and the Director of Administration to complete and execute the Merchant Processing Agreement to Payroc, which will effectively transition the Mt. Prospect Park District's credit card processing to Payroc upon completion of prerequisite programming and setup; seconded by Commissioner Massie.

Commissioner Doherty called the Roll

Roll Call	Aye	Nay	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

Motion passed

There was discussion concerning the program to the cloud, rates & fees, acceptable payment methods and the time range for implementation from Commissioners Tuczak, Kurka & Masnica. Director Giese responded to all questions.

FINANCIAL REPORT

Lee Howard, CPA-GAI reviewed several reports for the Board in finer detail:

TAX REVENUE ACCRUAL ADJUSTMENT

Tax receipts through April of this year, which are normally on a cash basis, have had the late collections of the 2021 levy reversed out against last year's accrual. This allows this year's revenues to be comparable through April.

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GOLF REPORT

April course revenues of \$247,792 were up 45% overall. This contributed to a net which was better than last year by \$37,544.

POOLS REPORT

Pass sales for the three pools are \$112,187 through April 30, 2023. Pass sales for the same time last year was \$34,468.

RECPLEX FACILITY REPORT

Recreplex facility revenues through April were \$186,931. Over double 2022 at this point.

REC PROGRAMS

Recreation program revenues through April were \$1,158,363 maintaining a 24% increase 2023 over 2022 year to date.

CHILD CARE PROGRAMS

Child Care Programs, Kids Klub, Day Camp and Preschool through April were \$661,890. Day Camps are up 42%. Kids Klub and Preschool programs are up 21% each.

Mr. Howard also reviewed the "All Funds" for covid year comparison and stated we are back on track pre-covid years.

Commissioner Murphy asked why baseball is down and Mr. Howard along with Director Troy remarked it is all in the timing of registration.

EXECUTIVE DIRECTOR REPORT Executive Director Jim Jarog reviewed:

Board of Commissioners / Annual Meeting

The Park Board's Annual Meeting provides the Board of Commissioners the opportunity to nominate and appoint the following Board officers: the Board President, Vice President, Secretary, and Treasurer at the June 14th Board meeting.

Annual Comprehensive Financial Report FY 2022

The District's auditing firm, Illinois NFP Audit and Tax, LLP, has completed their fieldwork for the District's 2022 Annual Comprehensive Financial Report (ACFR). Staff will be working closely with Illinois NFP to develop the preliminary audit document. Staff anticipates the presentation of the District's final 2022 Annual Financial Report to take place at the June 14th Regular Board meeting.

Governor's COVID-19 Disaster Proclamation

On April 28, the Governor issued his final COVID-19-related Disaster proclamation and Executive Order providing that both would expire on Thursday, May 11. The state's public health emergency officially came to an end on May 11, 2023.

Staff wishes to remind the Board that with the expiration of the disaster proclamation and public health emergency, public bodies will no longer be allowed to hold a remote meeting

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without the physical presence of a quorum of the board pursuant to Section 2.06(e) of the Open Meetings Act.

The board may still permit a member to attend a meeting by video or audio means pursuant to Section 2.06(a)-(d) of the Open Meetings Act due to (1) a personal illness; (2) a disability; (3) employment purposes; (4) business of the public body; (5) a family emergency; or (6) another emergency, a quorum of the board must be physically present at the meeting. Moreover, before allowing a member to participate remotely for these reasons, the board must first adopt rules conforming to the OMA's minimum requirement.

Regular Board Meeting - Wednesday, June 14, 2023 – 6:00 pm (Revised Start Time)

Executive Director Jarog also said last but not least a huge thank you to Teri Wirkus for all that she has done for the Park District during her employment. This will be her last meeting -as it states on her name plate, "Teri Wirkus Retired!" Thank You Teri!

Public Comment

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Doherty wanted to say that he felt the Ballet Program/Recital is the least recognized program but absolutely has unbelievable performances. The whole recital is like a play and keeps your attention throughout the recital. This year the theme was Frozen and the teachers and dancers are like professionals. If you haven't seen a recital you really must go. The Pre-plant sale at Friendship Conservatory for the Foundation Fundraiser was a huge success-thank you to Ruth Yueill, Teri Wirkus & staff.

- Commissioner Doherty thanked Teri Wirkus for keeping the Board organized and all that she has done. You are awesome and you are going to be missed.
- President Kurka said Teri Wirkus has been great! We worked a lot together and I could pick up the phone anytime and ask a question. You will be missed.
- Commissioner Murphy said thank you Teri Wirkus and he appreciated those gentle reminders and you are great.

MOTION TO ADJOURN

Commission Doherty motion to adjourn the Regular meeting at 8:11 pm; seconded by Commissioner Tuczak and was carried by unanimous voice approval.

Respectfully submitted,

William J. Starr, Secretary