

Regular Board Minutes
6-14-23

Approved 7.19.23

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

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, June 14, 2023 at the Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:00 p.m.

President Kurka entertained the motion to nominate a Secretary pro tem in Commissioner Starr's absence. Commissioner Massie motioned to appoint Commissioner Doherty as Secretary pro tem, seconded by Commissioner Murphy. Voice vote was taken, all were in favor, none opposed.

Commissioner Doherty called the Roll for the Board
The following commissioners were present:

Roll Call	Present	Remote	Absent
Commissioner Kurka	X		
Commissioner Starr			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak			X

Administrative Staff/Recreation Staff-Present or Remote

Jim Jarog, Executive Director
Alicia Brzezinski, Executive Assistant
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

Professionals

Tom Hoffman, District Attorney
Lee Howard, CPA, GAI
Abdullah Khan, Illinois NFP Audit & Tax, LLP

Visitors

Bill Klicka, Decennial Committee Resident member

Regular Board Minutes
6-14-23

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

None

APPROVAL OF AGENDA

Commissioner Massie motioned to approve the agenda as presented. Seconded by Commissioner Masnica. Voice vote was taken. All were in favor and none opposed.

PUBLIC COMMENT

No comments from the public.

STAFF INTRODUCTION

Alicia Brzezinski, Executive Assistant was introduced to the Park Board by Executive Director Jim Jarog . The Commissioner's welcomed Alicia to the Park District. Alicia stated she was happy to be here.

APPROVAL OF CONSENT AGENDA

President Kirka asked for a motion to approve the consent agenda as presented.

*Approval Of Minutes: Regular Board Meeting, May 17, 2023

*Ratification of Accounts Payable, May 2023 Checks and EFTs in the amount of \$666,140.50

*Ratification of Payroll, May 2023 Checks and Direct Deposits in the amount of \$342,552.29

*Appointment of the NWSRA member district representatives for the period beginning July 1, 2023 through June 30, 2024. Jim Jarog to serve as the Mt. Prospect Park District's Primary Representative and for Nick Troy to serve as an Alternate Representative to the NWSRA Board.

Commissioner Doherty motioned to approve the consent agenda as presented. Seconded by Commissioner Massie. A voice vote was taken, all commissioners were in favor and none opposed.

APPROVAL ITEMS

A. Approval of the Annual Comprehensive Financial Report - FY 2022

Abdullah Khan, Illinois NFP Audit & Tax, LLP presented the Districts Annual Comprehensive Financial Report to the Park Board. Mr. Khan stated this was the 2nd year of auditing our District and there's been no issues or adjustments made, which is rare. Internal controls are strong, GFOA certificate received and clean audit opinion also received. The District's recreational fund is showing a strong positive position. The special recreation and capital funds are also showing positive positions. The general fund showing \$400,000 positive change and the recreation fund shows a \$1.7 million positive change. Overall, there is a \$1.4 million positive change and the recreation division. Overall the District appears to have had a very strong year.

Regular Board Minutes
6-14-23

President Kirka asked a question regarding the IMRF pension and Mr. Khan clarified the IMRF funds net position for the District.

Commissioner Tuczak joined the meeting at 6:08pm during the auditor's presentation.

President Kirka asked for a motion to approve the Annual Compensation Financial Report fiscal year 2022 as presented.

Commissioner Masnica made a motion, seconded by Commissioner Murphy.
Commissioner Doherty called the roll call:

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

Motion Passed

B. Approval of Professional Design Services for Friendship Tourism Grant

Director of Parks and Planning, Matt Dziubinski presented the Design Service Proposal for the Friendship Tourism Grant received from Eriksson Engineering. Matt gave a brief overview of the Friendship phase 1 construction and proceeded to explain that this proposal represents professional services related to phase 2A for design development. Eriksson is very familiar with the ongoing improvements at Friendship Park. The District's goal is to bid for phase 2A by the fall of 2023 with construction being completed by mid year 2024. Commissioners ask questions about the porta potty pad, seating capacity, other alternates for the bid and visions for use of the shelter. Staff provided clarification as necessary.

Matt then thanked Commissioner Doherty for his assistance with the Friendship Park vandalism issues that had been happening on an ongoing basis recently.

President Kirka asked for a motion to authorize the Executive Director of the Mt. Prospect Park District to enter into a contract for design and engineering services with Eriksson Engineering in the amount of \$75,000 for the Rosemary S. Argus Friendship Park redevelopment phase 2A as presented.

Commissioner Massie made the motion, seconded by Commissioner Tuczak.

Regular Board Minutes
6-14-23

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

Motion Passed

ADJOURNMENT TO DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
MEETING at 6:27 pm

RECONVENE REGULAR BOARD MEETING at 6:48 pm

President Kurka requested a roll call as Commissioner Starr had joined the meeting at 6:32 pm.

Roll Call	Present	Remote	Absent
Commissioner Kurka	X		
Commissioner Starr	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

The full board was present at the meeting upon the roll

NEW BUSINESS

A. Review of Proposed Updates to Employee Policy Manuals

Mary Kiupa, HR & Risk Manager thanked Commissioner Doherty for his help with reviewing the proposed changes to employee policies. presented the Board with the following suggested additions and revisions to the employee policy manuals.

Last year, the District submitted current policies such as the employee personnel manual, full time benefits manual and the part time IMRF benefits manual. These policies were submitted to a company called HR Source where lawyer Stephanie Dorning reviewed all documents and gave many suggestions to make them current.

Regular Board Minutes 6-14-23

In early 2023, the Leadership Board and Commissioner Doherty reviewed what was presented from HR Source. From there, the drafts were submitted to Littler Mendelson Law Firm. The Law Firm answered all questions and gave a review and updates. Following, the District gave the final look to Tom Hoffman.

Suggestions proposed are as follows: updating job titles and departments, added new mission and vision statements, updates to alcohol and drug policies, clarification on workplace attire, employee standards of conduct, review of employee paid time off and sick time, clarification of the definition of family as it relates to our employees and the jury duty process.

President Kirka asked if there were any questions from the Board and what the time frame for approval was. Mary plans to bring the finalized versions to our Board for approval at the July 19th regular Board Meeting.

Commissioner Joe Tuczak asked if there was any upcoming pending legislation that might impact any of the proposed changes. Mary responded not at this time.

Commissioner Starr asked for clarification on the proposed drug testing changes. Mary provided clarification.

There were no further questions from the Board at this time.

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Advisor and CPA for the District presented the following financial information to the Board.

BASEBALL ACCRUAL ADJUSTMENT

Last month there was a question regarding why this year's revenue would be \$56,084 less than last year's through April. Baseball, this year, started registration earlier, in November of 2022. \$43,770 in program revenue was collected in 2022. The Park District monthly accounting reports are on a cash basis. This amount has been reflected as a memo entry on the May Baseball report. The resulting difference is now \$11,496 through the end of May. Please refer to the Recreation report for further information regarding this change in program revenues.

GOLF REPORT

Month of May course revenues of \$313,152 were up 25% over last May. This contributed to a YTD net which was better than last year by \$115,598.

Regular Board Minutes
6-14-23

POOLS REPORT

Pass sales for the three pools are \$139,516 through May 31, 2023. Pass sales for the same time last year were \$130,657.

RECPLEX FACILITY REPORT

Recplex facility revenues through May were \$226,858. Over 160% of 2022 at this point.

REC PROGRAMS

Recreation program revenues through May were \$1,313,792 a 20% increase 2023 over 2022 year to date.

CHILD CARE PROGRAMS

Child Care Programs, Kids Klub, Day Camp and Preschool through May were \$710,495. Day Camps are up 34%. Kids Klub and Preschool programs are up 21% each.

Lee then reviewed the District's current financial investments and plans for future investments. Commissioner Tuczak had a question regarding CD rates which Lee Howard answered and clarified.

In summary, Lee stated that the District's financial position is very strong with fund balances growing, revenues exceeding budget and expenses below what is anticipated for this time of the year.

President Kurka asked if there were any other questions for Lee and there were none.

ADJOURNMENT SINE DIE

TIME: 7:12 PM

The President moves to adjourn sine die, for the purpose of holding the 2023 Annual Meeting of the Mt. Prospect Park District at 7:12pm and thereafter to reconvene the Regular Board Meeting.

CALL TO ORDER: ANNUAL MEETING OF THE MT. PROSPECT PARK DISTRICT BOARD OF COMMISSIONERS (ROLL CALL)

Commissioner Starr called the roll:

Roll Call	Present	Remote	Absent
Commissioner Kurka	X		
Commissioner Starr	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		
Commissioner Tuczak	X		

TEMPORARY CHAIRPERSON:

President Kurka appointed Executive Director Jarog as Temporary Chairperson.

NOMINATIONS FOR BOARD PRESIDENT: CHAIRPERSON ASKS FOR NOMINATIONS FOR PARK BOARD PRESIDENT FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN ELECTED.

Chairperson Jarog asked for nominations for Board President. Commissioner Massie nominated Steve Kurka for Board President, Second by Commissioner Doherty. No other nominations were brought forth. Steve Kurka was appointed Board President.

IF ONLY ONE NOMINATION IS BROUGHT FORTH THE TEMPORARY CHAIRPERSON DECLARES THAT NOMINEE PRESIDENT / IF THERE IS MORE THAN ONE PERSON NOMINATED THEN A ROLL CALL VOTE IS REQUIRED ON EACH NOMINEE UNTIL ONE OF THE NOMINEES RECEIVES A MAJORITY AND THEN THE TEMPORARY CHAIRPERSON DECLARES SUCH PERSON PRESIDENT / (ELECTION OF PRESIDENT COMPLETE / PRESIDENT ASSUMES CONTROL OF THE MEETING)

President Kurka assumed control of the meeting.

NOMINATIONS FOR BOARD VICE-PRESIDENT: PRESIDENT ASKS FOR NOMINATIONS FOR PARK BOARD VICE-PRESIDENT FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN ELECTED.

President Kurka asked for nominations for Board Vice-President. Commissioner Massie nominated Tim Doherty for Board Vice- President, Seconded by Commissioner Starr. There were no other nominations brought forth. Tim Doherty was appointed Board Vice-President

IF ONLY ONE NOMINATION IS BROUGHT FORTH THE PRESIDENT DECLARES THAT NOMINEE VICE-PRESIDENT / IF THERE IS MORE THAN ONE PERSON NOMINATED THEN A ROLL CALL VOTE IS REQUIRED ON EACH NOMINEE UNTIL ONE OF THE NOMINEES RECEIVES A MAJORITY AND THEN THE PRESIDENT DECLARES SUCH PERSON VICE-PRESIDENT / (ELECTION OF VICE-PRESIDENT COMPLETE)

APPOINTMENT FOR BOARD SECRETARY: PRESIDENT REQUESTS A MOTION TO APPOINT THE PARK BOARD SECRETARY FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR HAS BEEN APPOINTED.

Regular Board Minutes
6-14-23

President Kurka asked for a motion to appoint a Board Secretary. Vice-President Doherty nominated Bill Starr as Board Secretary, Seconded by Commissioner Massie.

Roll was called:

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

ROLL CALL VOTE COMPLETE (Bill Starr was appointed Board Secretary)

APPOINTMENT FOR BOARD TREASURER: PRESIDENT REQUESTS A MOTION TO APPOINT THE BOARD TREASURER FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN APPOINTED.

President Kurka asked for a motion to appoint a Board Treasurer. Secretary Starr motioned for Mike Murphy to be appointed Board Treasurer, Seconded by Commissioner Tuczak.

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

ROLL CALL VOTE COMPLETE (Mike Murphy was appointed Board Treasurer)

ADJOURNMENT OF ANNUAL MEETING

The Annual meeting was adjourned at 7:17 pm

RECONVENE REGULAR MEETING

The Regular Board meeting was reconvened at 7:17pm.

Regular Board Minutes
6-14-23

EXECUTIVE REPORT

Executive Director Jarog provided the following updates to the Board

Lions Park Phase 1 Update

In January, The Lions Park Phase 1 planning moved into detailed layout and equipment design with School District 57. Multiple options were developed. District 57 staff attended numerous meetings and public meetings were held to gather community input on the three proposed playground design options presented. The layout then moved into a consolidated version based on the input from our community.

In May, development of construction documents for the site work began. A thorough review of the site equipment, colors, pavement layout and site stormwater requirements are taking place. The Mt. Prospect Park District has submitted an application requesting additional funding as part of the Village's Community Development Block Grant program. The application was submitted on behalf of both School District 57 and the Mt. Prospect Park District. We are hopeful the Lions Park Phase 1 project will be considered as part of the Village's 2023 CDBG program. This project is expected to go out to bid by September of 2023 with an anticipated completion date in mid to late summer 2024.

President Kurka asked a question regarding SD 57 and their involvement in the project.

Executive Director Jarog informed the Board that the Park District had been meeting with SD 57 on a regular basis to allow them to provide input and keep them up to date on their portions of the project.

Illinois PARC Grant Update

Staff has been working to develop a submission for the recently announced PARC Grant opportunity with hopes of applying for a roof and upper wall covering replacement at the Central Community Center. While these improvements are eligible, PARC Grants give greater priority to projects that increase the size, condition or usage of the space, as compared to straightforward roof and wall replacements. With that in mind, our team felt that the CCC roof and wall project would not score very high. The costs associated with submission would far exceed the potential for a possible award. Because of this, our grant consultant suggests we reserve our submission opportunity for a more compatible project in the future. Staff will keep this in mind as we continue to evaluate future grant opportunities.

Required Cyber Security Screening

As Commissioners transitioned to "@mppd.org" email addresses, staff wanted to notify the Board of the following information. The District uses a 3rd party to combat online threats.

Regular Board Minutes
6-14-23

The Park District is required to participate in this program in order to obtain cyber security coverage as part of our liability insurance renewal.

All District email addresses are subject to periodic phishing security tests through KnowBe4. As part of the @mppd domain, Commissioner email addresses will be included in these tests, so please be on the lookout for suspicious emails. A welcome email from KnowBe4 will be found in your email inbox.

In addition to quarterly tests, Commissioners will be required to complete a brief, informative online training to increase awareness of online threats. Any accounts that "fail" phishing exercises will be required to go through the training again to help prevent future occurrences. Again, this service is required of us for cyber coverage. If you have any questions, please reach out to myself or George Giese for additional details.

Upcoming Meeting Reminders

Regular Board Meeting - Wednesday, July 19, 2023 – 6:30 pm

A closed session for the Semi-Annual review and approval of Closed Session Minutes will also be a part of this meeting.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Murphy inquired about the upcoming Lee DeWyze concert.

Commissioner Tuzcak asked a question regarding the Village's proposed pedestrian bridge from Melas Park to Meadows Park. Executive Director Jarog provided clarification on the project.

Commissioner Doherty complimented staff on our District's offering to the public, mentioned the upcoming concerts, mentioned his recollection of a recently signed bill for the use of security levy funding and staff provided clarification on use of those funds.

Commissioner Starr stated that the District's numbers are doing great and asked if we had adequate staff to support our operations. Director Troy explained we're doing the best with the staff on hand.

Regular Board Minutes
6-14-23

Commissioner Tuczak inquired about the lifeguard staffing situation and staff confirmed we're appropriately staffed.

Commissioner Starr commended staff for their unwavering support with the Annual Memorial Day Ceremony.

President Kirka inquired about the date for the upcoming National Night Out. Staff clarified it starts at 5:50 pm.

Commissioner Doherty praised staff for all of their help and support with resolving the issues with Friendship Park vandalism. He also thanked Mary Kiaupa for all of her work with updating the employee policies and thanked her for looking out for the employees best interests while protecting the District at the same time.

President Kirka asked if there were any further comments from the public and there were none.

President Kirka then asked for a motion to adjourn the Regular Board Meeting.

Commissioner Starr made a motion and seconded by Commissioner Murphy. Voice vote was called, all were in favor and none opposed.

ADJOURNMENT at 7:37PM

Respectfully submitted,

William J. Starr, Secretary