

Regular Board Minutes  
7-19-23

Approved 8.16.23

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

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, July 19, 2023 at the Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:30 p.m.

Commissioner Starr 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  
Mary Kiaupa, Human Resource & Risk Manager  
Maddy Moon, Community Relations & Marketing Coordinator

**Professionals**

Tom Hoffman, District Attorney  
Lee Howard, CPA, GAI

**Visitors**

Janice Stone, Parks Foundation President  
Cindy Kaempfer, Parks Foundation Vice President  
Gerry Stone, Foundation Board Member  
Dee Koontz, Foundation Volunteer

Michelle Heisler, Parent of Scholarship Recipient  
Sarah Heisler, Scholarship Recipient

Regular Board Minutes  
7-19-23

Susanne Rihani, Parent of Scholarship Recipient  
Mr. Rihani, Parent of Scholarship Recipient  
Mr. and Mrs. Murawski, Parents of Scholarship Recipient  
Cate Murawski, Scholarship Recipient

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

None

APPROVAL OF AGENDA

President Kurka asked for a motion to approve the agenda as presented. Commissioner Starr made the motion and was seconded by Commissioner Masnica. Voice vote was taken. All were in favor and none opposed.

APPROVAL OF CONSENT AGENDA

President Kurka asked for a motion to approve the consent agenda as presented. Commissioner Starr made the motion to approve the consent agenda as presented, seconded by Commissioner Tuczak.

APPROVAL ITEMS

\*Approval Of Minutes: Regular Board Meeting, June 14, 2023

\*Ratification of Accounts Payable, June 2023 Checks and EFTs in the amount of \$1,123,768.68

\*Ratification of Payroll, June 2023 Checks and Direct Deposits in the amount of \$440,822.67

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

PUBLIC COMMENT

No comments from the public.

Regular Board Minutes  
7-19-23

PARKS FOUNDATION

Parks Foundation Executive Director Ruth Yueill along with Foundation President Janice Stone presented three deserving winners of the Parks Foundation Scholarship Program for 2023. Ruth expressed it is one of her favorite nights of the year on behalf of the Board and the Parks Foundation. Janice Stone gave an update on the last year of activities hosted by the Parks Foundation.

The Foundation gave a brief overview of several events they hosted in 2023 and used a portion of those annual fundraising dollars to award three \$1,500 scholarships to active employees or children of employees attending college or trade/technical school in the fall of 2023. This year's applicants were asked to write an original essay on two different subject matters. Executive Director Yueill then read an excerpt from each scholarship winner's essay letter.

Sarah Heisler, Michelle Rihani and Cate Murawski are the Scholarship recipients for the 2023 Parks Foundation Scholarship.

Scholarship recipient Michelle Rihani was not able to attend the Board Meeting. Commissioner Starr asked Ruth if Ms. Rihani can attend a future meeting so the Board can thank her personally.

ADOPTION ITEM

- A. Ordinance #833, 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

Jim Jarog, Executive Director explained the details of the ordinance which authorizes the destruction of verbatim audio recording of closed session minutes which have been previously approved by the Board for meetings which took place at least 18 months ago or longer. The eligible minutes are for July 21st, 2021, October 20th, 2021 and November 17th, 2021.

President Kurka asked if there were any questions for Jim and/or Tom Hoffman, Park District Attorney. There were no questions.

President Kurka asked for a motion to adopt the Ordinance #833 as presented.

Commissioner Starr made the motion to approve Ordinance #833 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.

Regular Board Minutes  
7-19-23

Seconded by Commissioner Doherty.

President Kurka asked for a roll call vote.

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

APPROVAL ITEMS

A. Approval of Proposed Updates to the Mt. Prospect Park District Employee Policy Manuals

At last month's Board Meeting, Mary Kiaupa, HR & Risk Manager presented proposed additions and revisions to the employee policy and benefits manuals. Mary thanked Commissioner Doherty for his time and help given with the changes. Mary provided the Board in advance with the changes to the policies and assured there has been no changes since last month's meeting. She then asked the Board to approve the recommended changes. There were no questions from the Board.

President Kurka asked for a motion for approval.

Commissioner Masnica made the motion to approve staff's recommended updates to the Mt. Prospect Park District employee personnel manual, full-time employee benefits manual, and part-time/IMRF employee benefits manual as presented. Seconded by Commissioner Starr.

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			

Regular Board Minutes  
7-19-23

Motion Passed

B. Approval of Emergency Expenditures Related to Temporary Chiller Service for the RecPlex Athletic Facility Air Conditioning System

President Kurka withheld the proposed approval item. The Emergency Expenditures were not able to be approved due to insufficient number of Board Members at the meeting. Approval of Emergency Expenditures Related to Temporary Chiller Service for the Rec Plex Athletic Facility Air Conditioning System will be moved to the August Board Meeting.

Matt Dziubinski asked President Kurka for the opportunity to explain the details of the expenditures and the Board's consideration to approve at next month's meeting on the consent agenda. President Kirka and the rest of the present board members did not object to Matt's suggestion.

Matt proceeded with his presentation regarding the Emergency Expenditures.

Matt explained the chillers at RecPlex went down before the 4th of July. The two functioning compressors are not able to keep up with the building cooling demands. The three options considered were to modify the existing chiller equipment, repair what is existing or put in a mobile unit.

To repair or modify the existing equipment would exceed the cost of a mobile unit and would take two months to complete effectively missing the cooling season.

The quickest and most fiscally responsible decision was to put in a mobile chiller unit that would handle the entire capacity of the building. This option would allow the District to provide reliable AC service for the rest of the summer and minimize any District disruptions. Matt will continue to monitor the weather as the summer progresses. If September is cooler we could consider removing the rental unit at that time.

Matt explained that there is funding available from when the District bid the chiller project in March of 2023. Matt recommended approving an amount not to exceed \$64,603.50. That figure includes the installation of the mobile unit, removal of the mobile unit as well as 3 months of rental service. He is expecting the new chilling equipment to ship in December of 2023. The construction will begin when they arrive and a start up for that equipment should occur in the Spring of 2024.

President Kurka clarified that to repair the existing units would have run between \$80,000 to \$90,000. Matt responded that it would be closer to \$80,000 and then that new equipment would be scrapped as part of the approved contract. Matt also verified the rental unit would be completely covered as part of the rental cost if it were to malfunction.

Executive Director Jarog stated even if the chillers were fixed, there would be no guarantee the existing compressors would continue to function reliably throughout the cooling season.

Regular Board Minutes  
7-19-23

President Kurka confirmed the Approval for the Emergency Expenditures will be moved to the Consent Agenda for the August Board Meeting. The Commissioners present at the meeting had no objections to adding this item to the consent agenda for the August Board meeting.

Jim Jarog stated he will add the approval item to the Consent Agenda for the August meeting.

Commissioner Joe Tuczak asked Matt Dziubinski about the estimated useful life of the new chillers. Matt confirmed they will last about 20-25 years.

There was no motion made or vote taken at this time.

- C. Approval of Change Order # 2 for Additional Paving required in relation to the New curbing, Fence, and Service Drive as part of the 2023 Rosemary S. Argus Friendship Park Improvement Project.

Matt Dziubinski explained both Change Orders that were presented are in the IDNR's office. Any changes plus or minus \$10,000 need to be approved separately by the IDNR's office before the start of any construction regardless of any approvals by our Board.

Friendship Park Phase 1 is continuing to progress. When tearing down the existing fence, an area of 650 square feet was identified. That area is able to be paved and not a part of the original scope of work. The benefits of paving the area would allow staff to maneuver equipment and have more storage space. This change was not reasonably foreseeable at the time the project was bid.

Matt provided two letters of recommendation for the proposals that did not make the board packet and were placed in front of all members in attendance.

There is approximately \$113,000 remaining from the project when it was bid. If approved, there will be a remaining balance of \$106,735.

President Kurka asked the Board if they had questions for Matt. Matt further explained the area of the property to be worked on. There were no questions from the Board.

President Kurka asks for a motion for approval.

Commissioner Starr made the following motion. "I move that Executive Director Jim Jarog be authorized to approve and execute Change Order #2 to the contractor's agreement on the Rosemary S. Argus Friendship Park Phase 1 Project, subject to the approval of the IDNR and further provided, that the executive director shall first obtain from the director of parks and planning, Matt Dziubinski, a determination in writing that the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the trade contract was signed, which determination shall be made or withheld by the director of parks and planning, Matt Dziubinski, in his sole discretion, and further provided that such change order does not exceed the sum of \$6,752.00."

Seconded by Commissioner Masnica.

Regular Board Minutes  
7-19-23

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

D. Approval of Change Order # 3 for purposes of Soil Stabilization in relation to the Installation of new Pickleball courts as part of the 2023 Rosemary S. Argus Friendship Park Improvement Project.

Matt explained prior to installation of any new base aggregate or pavement on a large surface, approval is needed. On July 10th, 2023, Matt met with Great Lakes Landscape who is the contractor on the job. Upon conducting the proof roll it was evident that additional soil stabilization was needed. Sean Rosch from Road Fabrics conducted soil testing to help determine the next steps. Based on conversations with Great Lakes Landscape and Road Fabrics, it was determined that additional soil stabilization was necessary.

Matt recommended to include additional CA1 stone with geo tech style fabric and geo grid which will ensure a properly stabilized soil base. This is necessary for the construction to occur. Additionally, a good base will prolong the life expectancy of the surface. This additional work was not reasonably foreseeable at the time this project was bid.

If approved, there will be a remaining balance of approximately \$71,439.

President Kurka asked if there were any questions for Matt.

President Kurka asked Matt how many courts are being installed, which he responded with 4.

Commissioner Starr asked the estimated completion date. Matt responded in October of 2023. Pickleball should be completed at an earlier date. He added the project is behind schedule by two weeks due to the weather.

Commissioner Tuczak made the following motion, "I move that executive director Jim Jarog be authorized to approve and execute change order #3 to the contractor's agreement on the rosemary s. argus friendship park phase 1 project, subject to the approval of the IDNR and further provided, that the executive director shall first obtain from the director of parks and planning, matt Dziubinski, a determination in writing that the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the trade contract was signed, which determination shall be made or withheld by the director of parks and planning,

Regular Board Minutes  
7-19-23

Matt Dziubinski, in his sole discretion, and further provided that such change order does not exceed the sum of \$35,295.75."

Seconded by Commissioner Starr.

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

Executive Director Jarog asked Attorney Hoffman for clarification on how to proceed with any future approval of change orders. Attorney Hoffman agreed to provide a strategy for the Board's consideration to allow the Executive Director to approve future change orders. This will be brought to the Board for approval at a later date.

FINANCIAL ADVISOR'S REPORT

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

INVESTMENTS

The District was able to get into the Bond Market early to beat rate increases. Lee explained the investment scenario was different and money is being held for a longer period of time.

Last year, a one year Treasury Bill was purchased at a rate of 2.74%. This year, The District reinvested it at 5.14% for the next year. When matured, it will provide \$293,000 in Capital Funds for The District.

GOLF REPORT

Golf Course revenues through June were over \$1 million dollars which is an increase of 21% since last year. This contributed to a net increase from last year by \$68,000.

POOLS REPORT

The total revenue for all 3 pools through June are \$421,000 which is an increase of \$49,000 over last June.



## Regular Board Minutes 7-19-23

Commissioner Masnica asks Lee if there was a decrease in pool guests due to the wildfires that have affected the air quality. Nick Troy, Director of Recreation responded by informing her there were a couple days the pools closed early, or completely shut down.

### RECPLEX FACILITY REPORT

Revenues through June were about \$262,000 which is a 154% increase since last year.

### REC PROGRAMS

Revenues through June were \$1.5 million which is a 25% increase since last year.

### CHILD CARE PROGRAMS

Revenues through June were \$747,000, day camps are up 37% and kids club and preschool programs are up 22% each.

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

### EXECUTIVE REPORT

Executive Director Jarog provided the following updates to the Board

#### **Community Development Block Grant Update**

On June 22nd Park district staff along with Upland Design presented a Lions Park Phase 1 project overview to the Village of Mount Prospect Planning and Zoning (P&Z) board for their consideration as part of this year's Community Development Block Grant (CDBG) program. As a result, the P&Z Board gave a favorable recommendation to our project. Our submission now moves forward to the Village Board for their consideration of approval for \$192,000 in CDBG funding for the Lions Park Phase 1 project.

On July 18th at 7 pm, staff will again present an overview of the Lions Phase 1 project at the Village Board meeting. At that meeting the Village Board will consider our project for Village Board final approval to receive \$192,000 in CDBG grant funding. If the Village Board votes to approve this request the CDBG funding will be reimbursed to our project at the end of construction when all improvements have been completed.

The Mt. Prospect Park District continues to work rigorously with School District 57 to address concerns brought forth by their Board and Staff. The recent CDBG application was submitted by the Park District on behalf of SD57 and MPPD in an effort to help address financial concerns brought forth by School District 57.

## Regular Board Minutes 7-19-23

The Lion's Park Phase 1 Improvements are expected to go out to bid by September of 2023 with an anticipated project completion date of summer 2024.

### **District Staffing**

The current job market continues to pose significant challenges for our District. We continue to struggle to recruit qualified individuals necessary to fill multiple open positions among several divisions. Our staff continues to utilize multiple resources to publish available positions. We regularly assess employee pay grades in an effort to keep our District competitive with our neighboring districts as well as employers from the private sector.

As our District continues to experience a shortage of qualified applicants, many of our exempt staff have had to work longer hours and take on increased responsibilities. This has been necessary to allow our District to continue to provide the level of service that our public expects. I would like to personally thank those employees who have stepped up to the plate to assist with the district's staffing needs during this difficult time. The District's HR and Administrative staff will continue to do their best to recruit new staff in an ongoing effort to fill vacant positions as soon as we are able. Available positions are posted on the District's website.

### **Grant Administration**

The Mt. Prospect Park District has had the good fortune to receive multiple grant awards this year. Most recently our District was once again identified by the State of Illinois regarding yet another new grant award opportunity for \$100,000.00. If successful, the grant proceeds can be used for costs associated with the District's capital improvement program. The Mt. Prospect Park District was named on behalf of our local legislature but I have not yet been able to identify who specifically brought forth our District for this opportunity.

Unfortunately, the success of multiple grant awards has also created a significant increase in administrative responsibilities necessary to oversee and administer these grants. Grant reporting and administration requires strict record keeping and quarterly progress reports in in order to fulfill the legal requirements associated with these grants.

The District has not yet found a qualified replacement to fill our recently vacated Park Planner position. As grant administration is a large part of that position, the responsibilities of grant administration has now fallen upon our Leadership team. Our District will need to allow some of our currently committed grant projects to reach completion before we can consider any additional grant opportunities.

Regular Board Minutes  
7-19-23

**Upcoming Meeting Reminders**

Regular Board Meeting - Wednesday, August 16, 2023 – \*6:00 pm  
(\*Early Start / Efficiencies Committee)

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Starr congratulated the District for the success of the Thursday night concerts.

ADJOURNMENT TO CLOSED SESSION at 7:32 PM.

Commissioner Doherty made a motion to adjourn to closed session under Pending litigation per 2(c) 11; and the Review or Discussion of Claims, Risk Management Information, Records, Data, Advice or Communications From or With Respect To Any Insurer of The Public Body or any Intergovernmental Risk Management Association or Self Insurance Pool of Which The Public Body Is a Member Per 2(c) 12.

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 Masnica.

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

RECONVENE FROM CLOSED SESSION

Reconvene Regular Meeting from Closed Session at 8:11 PM.

Regular Board Minutes  
7-19-23

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

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

Commissioner Doherty made a motion to approve the content of the following Closed Session Minutes:

December 14, 2022	Section 2c (21)	Semi-Annual Review of the Minutes
	Section 2c (1)	Personnel
January 18, 2023	Section 2c (11)	Litigation
February 15, 2023	Section 2c (12)	Review or Discussion of Claims
April 19, 2023	Section 2c (12)	Review or Discussion of Claims

Seconded by Commissioner Starr

Commissioner Starr called the roll

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

Commissioner Doherty then made a motion to release the content of the following Closed Session Minutes:

December 14, 2022	Section 2c (21)	Semi-Annual Review of the Minutes
	Section 2c (1)	Personnel

Seconded by Commissioner Starr

Regular Board Minutes  
7-19-23

Commissioner Starr called the roll

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

Commissioner Tuczak then motioned to adjourn the meeting, seconded by Commissioner Starr.

Voice vote was taken with all in favor.

Commissioners Massie and Murphy were still absent at the conclusion of the meeting.

ADJOURNMENT OF REGULAR MEETING at 8:13 PM.

Respectfully submitted,

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William J. Starr, Secretary