

Approved Regular Board Minutes
9-20-23

Approved

Mt. Prospect Park District
Regular Board Meeting

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, August 16, 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

Professionals

Tom Hoffman, District Attorney
Lee Howard, CPA, GAI

Visitors

Michelle Rihani, Scholarship Recipient
Susanne Rihani, Parent of Scholarship Recipient

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

None

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APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

President Kurka stated the following : 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.

APPROVAL ITEMS

- A. Approval of Minutes: Regular Board Meeting, July 19, 2023
- B. Ratification of Accounts Payable July 2023 in the Amount of \$914,900.20
- C. Ratification of Payroll July 2023 In The Amount of \$488,061.54
- D. Approval of Emergency Expenditures Related to Temporary Chiller Service for the Rec Plex Athletic Facility
- E. Approval of Vehicle Purchase 2024 Ford F350 Chassis Cab (Purchase of 2 Units)
- F. Approval for the Change of Meeting Time for the October 18, 2023 Regular Board Meeting

President Kurka then asked for a motion to approve the consent agenda as presented. Commissioner Masnica made a motion to approve the Consent Agenda as presented, seconded by Commissioner Massie.

Commissioner Starr called the Roll

Roll Call	YEA	NAY	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

Mark Pytlewicz of 640 Kathleen Dr in Des Plaines, came to express his concerns of the issues at High Ridge Knolls where he resides.

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Mr. Pytlewicz brought forth his concerns regarding significant flooding on the bike path which makes the path unusable, the entrance to High Ridge Knolls not well kept, the park sign falling over, 4 dead trees on path, low trees affecting the path and the ice rink not being available for use in the winter.

President Kurka appreciated Mr. Pytlewicz's concerns and would have staff look into these issues.

Executive Director Jim Jarog asked Mr. Pytlewicz if he had previously reported any of these issues to the District and Mr. Pytlewicz responded he had not.

Executive Director Jarog then explained that the ice rinks have been extremely challenging over the last several years due to the warmer temperatures.

The Board thanked Mr. Pytlewicz for his comments and for attending the meeting.

Executive Director Jarog then shared with the Board that staff would be in contact with Mr. Pytlewicz to discuss his concerns further and staff would work on addressing the issues brought forth.

Director of Community Relations & Marketing introduced Scholarship Recipient, Michelle Rihani to the Board. Ms. Rihani was not able to attend the last meeting due to work commitments.

Ms. Rihani thanked the Board and informed them she is a nursing major at Elmhurst University. The Scholarship money will go towards her studies abroad in Ireland.

The Board recognized Ms. Rihani for her efforts and thanked her for her time.

APPROVAL ITEM

Director of Parks & Planning, Matt Dziubinski presented Approval Item D to authorize the Executive Director to approve future change orders associated with the Rosemary S. Argus Friendship Park Redevelopment Project to the Board.

President Kurka asked if there were any questions from Commissioners for Matt.

Commissioner Doherty requested that staff keep the Board informed of any additional change orders considered which staff confirmed that they would.

Commissioner Doherty then read the recommended motion to approve Approval Item D, seconded by Commissioner Murphy.

Commissioner Starr called the Roll for the Board

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

Motion Passed

ADOPTION ITEM

A. Resolution #834 Approval of the NWSRA Member District Annual Assessment for 2024

Director of Administration, George Giese explained the resolution in detail.

The NWSRA Board works towards a total assessment with all member districts with a 2% increase this year after a flat year prior. The assessment is divided between the members based on a formula.

MPPD's total assessment equates to \$352,343.74.

President Kirka asked how long the NWSRA lease is for the space at CCC.

Executive Director Jim Jarog responded by informing the Board that the lease has been recently renewed for another 5 years.

Commissioner Massie made the motion to approve Resolution #834 Approval of the NWSRA Member District Annual Assessment for 2024 and seconded by Commissioner Starr.

Commissioner Starr called the Roll for the Board

Roll Call	Yea	Nay	Abstain
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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FINANCIAL ADVISOR'S REPORT

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

CAPITAL PROJECT FUNDS & COMMITMENTS

Available capital project funds at the beginning of 2023 were \$10,715,684. Add to this \$1,651,250 in grants, donations, and park partners which have been or are in the process of being awarded from various agencies. Existing estimated remaining commitments at the beginning of 2023 for approved projects and to date total \$7,194,363, leaving \$5,172,571 uncommitted as of July 31, 2023.

GOLF REPORT

Course revenues through July of \$1,422,644 were up 18% over last year. This contributed to a YTD net of \$375,816.

POOLS REPORT

Total revenue for the three pools at the end of July is \$507,120. Through July, still working off the advance pass sales, the two outdoor pools are showing a positive net of \$8,685.

RECPLEX FACILITY REPORT

Recplex facility revenues through July were \$291,002. 150% of the 2022 YTD.

REC PROGRAMS

Recreation program revenues through July were \$1,552,954, a 23% increase over 2022 year to date.

CHILD CARE PROGRAMS

Within Rec Programs above, Child Care Programs, (Kids Klub, Day Camp and Preschool combined) account for roughly half of that revenue through July or \$765,750. Day Camps are up 34%. Kids Klub and Preschool programs are up 23% each.

DEPARTMENTAL EXPENDITURES

Departmental expenditures are tracking according to plan. With the exception of Central Programs at 63% are all departments under 58% of budget, at 58% through the year.

EXECUTIVE REPORT

Executive Director Jarog provided the following updates to the Board.

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Capital Planning

The capital planning and budgeting process for FY 2024 has officially begun. Over the coming months staff will prioritize capital requests and itemize revenue/expense budgets. The Park Board will get their first look at the 2024 capital list in October with the Board's consideration for approval in November. The first look at the FY 2024 draft budget will occur in November, allowing time for final adjustments to occur before the Board's final consideration and approval at the March 2024 Board meeting.

Lions Park Phase 1 Improvements / Playground Update

Staff has now completed the 90% construction document review and budget exercise for the Lions Park phase #1 project. Next steps will include a first round permit review with the Village of Mount Prospect and Metropolitan Water Reclamation District (MWRD). Staff continues to work towards bringing this project to bid by mid-September 2023. A copy of the most recent 90% drawings and budget projections for this project are available for the Board's review within the Board's shared drive folder.

Staff has also been working closely with School District 57 and Attorney Hoffman, to establish a second amendment to our existing IGA. Staff hopes to bring this amendment to the board for their review and consideration in the near future once the draft document is acceptable to both parties.

Friendship Park Improvements

Work continues to progress at Friendship Park. The soil stabilization is now complete for the new pickleball courts. The bench pads, fitness pad, and shelter pad were poured the week of August 1st. Staff anticipates the new paving to begin within the next two weeks, weather permitting. This will be followed by the fence work. Overall, the project is progressing nicely and the contractor has been very responsive to our District.

Emerson Park Playground Update

The Emerson Park playground equipment installation has been completed. The remaining sitework includes concrete for benches, installation of site furnishings, and a new park sign. Staff hopes to have the entire project completed and the playground open within the next two weeks. The Park District will be hosting a ribbon cutting ceremony at the park in early September. Staff will share the details and exact date with our Board in the near future.

District Staffing Update / Employee Referral Program

As discussed at the July Board meeting the job market continues to pose significant challenges for our District. In an effort to help with this situation the District will once again implement the Employee Referral Program. The 2023 Employee Referral Program will run through November 30, 2023 and possibly longer if the need exists.

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If Commissioners would like to learn more about this program please reach out to Mary Kiaupa, HR and Risk manager for our District. We are hopeful this program will help to bring forth qualified candidates to fill some of the currently available positions for our District.

Upcoming Meeting Reminders

Regular Board Meeting - Wednesday, September 20, 2023 – 6:30 pm

Regular Board Meeting – Wednesday, October 18, 2023 – 6:00 pm
(6 pm start time as this meeting will include Decennial Committee meeting # 3)

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Murphy asked if staff felt high school's discontinuing their gymnastics programs would have an impact on the District. Director of Recreation Nick Troy responded he did not feel it would not have a significant impact on The District's programming at this time.

Commissioner Masnica thanked all District staff who put in extra hours during the summertime, National Night Out and concerts on late nights and weekends.

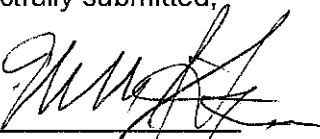
Commissioner Starr wanted to confirm there are no indoor aquatic classes for the winter. Nick Troy, Director of Recreation responded confirming this was correct due to a full schedule for the youth programs.

President Kurka thanked Director Dziubinski for his efforts to secure the new beverage cart at the Golf Course after an unexpected delayed delivery time.

Commissioner Tuczak asked if the District can expect any funds from the sales of the two vehicles that are being replaced. Director Dziubinski responded by informing the Board that both vehicles will be auctioned off through the GovDeals auction platform.

ADJOURNMENT OF REGULAR MEETING President Kurka asked for a motion to adjourn the regular meeting. Commissioner Murphy motioned to adjourn the meeting, seconded by Commissioner Masnica. A voice vote was taken with all in favor and none opposed at 7:20PM.

Respectfully submitted,


William J. Starr, Secretary