

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, September 20, 2023 at the Central Community Center Facility of the Mt. Prospect Park District. Commissioner Doherty 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

Professionals

Tom Hoffman, District Attorney
Lee Howard, CPA, GAI

Visitors

Paul Hanley, Beyond Your Base Consulting Services
Aaron Gold, Spear Financial

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

Commissioner Doherty asked Commissioners if they had any changes or additions to the agenda. There were none.

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APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Commissioner Doherty asked for a motion to approve the consent agenda as presented. Commissioner Massie moved to approve the Consent Agenda as presented, seconded by Commissioner Starr.

APPROVAL ITEMS

- A. *Approval of Minutes: Special Board Meeting, August 16, 2023
- B. *Approval of Minutes: Regular Board Meeting, August 16, 2023
- C. *Ratification of Accounts Payable August 2023 In The Amount of \$780,977.19
- D. *Ratification of Payroll August 2023 In The Amount of \$478,712.20

Commissioner Starr called the Roll

Roll Call	YEA	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

PUBLIC COMMENT

None

NEW BUSINESS

- A. Beyond Your Base Consulting Services / Board Presentation and Discussion

George Giese, Director of Administration, provided some background to the meeting with a brief summary of the significant capital needs identified in the Comprehensive Master Plan, as well as the Board Retreat that took place in February to discuss them. He then introduced the Board to Paul Hanley, the Managing Director from Beyond Your Base Consulting Services.

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Mr. Hanley was invited to discuss his firm's services and experiences with other park districts and units of local government in the area.

To begin, Mr. Hanley described his overall goal, which is to find out what the taxpayers want and determine whether or not it matches with what the taxing body is trying to accomplish.

A pamphlet was given to the Board explaining his firm's public engagement process. The process is broken down into four steps. The first three steps are funded by the Park District, whereas the final step, if applicable, is funded by a Campaign Committee.

The first step is called "needs assessment" and involves a voter analysis, the creation of a Citizen Task Force to vet proposals, assembly of supporting information, and development of a core message.

Once a Citizen Task Force is assembled, there will be two Task Force meetings in the first phase. The first meeting provides an introduction to the District where planning efforts and funding needs are discussed. In the second meeting, the Task Force reviews and discusses proposed solutions in order to develop recommendations.

Following this, the process proceeds to step two. Step two is called "public information program" and involves ongoing communications with Board and District employees, the creation and distribution of informational letters/attachments, a mailed newsletter, community outreach presentations, the generation of informational video(s), website/social media engagement, and the development of a preliminary ballot question.

Step three is called "opinion/research" and consists of a mailed survey, a hybrid poll, a third Task Force meeting, a follow-up with the Board and if pursued, the preparation of a ballot question. The Task Force would make a formal recommendation to the Executive Director, who then makes a recommendation to the Park Board on whether to proceed. The Park Board must approve a resolution to officially move onward to the final phase.

If pursued, step four consists of the "campaign." The campaign involves fundraising and various efforts, including the generation of a supporter database, website/social media engagement, informational materials, community events, presentations, signage, direct mail, canvassing, and more. Importantly, these efforts are funded by a Campaign Committee and not the Park District.

Mr. Hanley recommended that the District come up with two plans: Plan A and Plan B.

Plan A is a plan that the District thinks the voters would support and Plan B is a different plan/option to be tested with the public.

Mr. Hanley suggested hiring an architect to create drawings to present to the taxpayers.

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He explained when it comes to referendums, it boils down to these questions: “what’s the problem?”, “what’s the solution?”, “what’s the cost?”, “why is it urgent?”, and “what’s the value added?”

The floor was then opened to the Board for questions.

Commissioner Starr asked if after polling and results come in, would there be another plan of action if the results do not show support to the District?

Mr. Hanley responded yes, we have the option to either wait or modify the plan if necessary. Paul further explained that he will be upfront and honest about where the District stands based on the data collected.

Commissioner Tuczak asked what the drop dead date is to get this on the November 2024 ballot.

Mr. Hanley responded that a resolution must be adopted by August 2024 to make the November 2024 ballot.

Commissioner Tuczak asked if this would affect other municipal entities, their ballots and if we would be competing against them.

Mr. Hanley recommended contacting other public entities to determine if they will also be on the ballot.

Commissioner Mary Masnica asked how many Citizen Task Force meetings will be held.

Mr. Hanley responded that the Citizen Task Force meets four times. The sub committees helping to formulate the plan and may meet more often.

Commissioner Tuczak asked if the Task Force was responsible for setting up the campaign.

Mr. Hanley responded that the Task Force is not there to form the Campaign Committee. Instead, their purpose is to vet the plan to be brought forth. With that said, that doesn’t mean they cannot advocate for the plan and help with the campaign in the later stages. They can advocate but it shouldn’t be their main objective as a Task Force member. He did not recommend having elected officials considered as part of the task force.

Commissioner Starr wanted to ensure the Task Force would represent the demographics of the Park District.

Mr. Hanley responded that, yes, it would in a perfect world. He added that you also want people who have a large following in the community. As examples, he suggested a prominent realtor, an insurance agent in town, healthcare providers, religious leaders and the like. Overall, you

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want reasonable Task Force members that will challenge the Park District on the ideas presented.

Commissioner Doherty asked if the poll or survey would be more generic in questions and detail, or more specific to individual components of each potential project.

Mr. Hanley stated the survey would represent details of projects and ask the public to rate individual items for their importance. He added that projects need to be what voters support.

Executive Director Jim Jarog then confirmed with Mr. Hanley that the District could elect to stop the process at any time during his services and he confirmed that yes that was the case and the District would only be responsible for the services rendered up to that point.

Jarog then asked if there was a consensus from the Board for the Beyond Your Base proposal to be brought forth to the October 18th meeting for Board consideration.

The Commissioners present were in favor of bringing a proposal to the October meeting for further consideration by the Board.

UNFINISHED BUSINESS

A. Speer Financial Series 2023 Bond Sale Results

Aaron Gold from Speer Financial presented the Bond Sale Results for the District's Annual Roll over bonds.

Specifically, these are the District's general obligations, limited tax bond series 2023A and the District's taxable general obligation limited tax park bond series 2023B.

There was a competitive sale held where 6 bids were received for 2023A, where the lowest bid was Park Ridge Community Bank. The anticipated closing date is on October 4th, 2023 that has a 1 year issue with a final maturity date of December 15th, 2024.

The Series 2023B was issued as taxable bonds and will close in two weeks and also has a final maturity within one year.

\$1.93 million of the net proceeds will be used to make the upcoming payments due on the District's outstanding alternate revenue bonds. \$236,000 remaining in net new money will be available to support the annual capital initiatives of the District.

Mr. Gold recommended the District's general obligation limited tax park bond series 2023A be awarded to Park Ridge Community Bank at net interest cost of 4.74%.

He then further recommended that the District's general obligation limited tax park bond taxable series 2023B be awarded to the District's corporate fund at a net interest rate of 5.42%.

Commissioner Tuczak asked if the bond series were rated.

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Mr. Gold responded by informing the Board that a private placement was held with competitive bidding, so there would have been significant additional costs for the rating.

ADOPTION ITEMS

- A. **ORDINANCE NO. 835:** AN ORDINANCE PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$2,500,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2023, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS, FOR THE BUILDING, MAINTAINING, IMPROVING AND PROTECTING OF DISTRICT LAND AND FACILITIES, FOR THE PAYMENT OF CERTAIN OUTSTANDING OBLIGATIONS OF SAID PARK DISTRICT AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE PURCHASERS THEREOF.

Attorney Tom Hoffman explained the purpose of the Ordinance and explained that if they wished to adopt the Ordinance # 835 that they make the suggested motion as provided on his memo to the Board.

Commissioner Masnica made a motion to adopt Ordinance No. 835, being an Ordinance providing for the issue of \$2,200,780.00 General Obligation Limited Tax Park Bonds, Series 2023, of the Mt. Prospect Park District, Cook County, Illinois, for the building, maintaining, improving and protecting of District land and facilities, for the payment of certain outstanding obligations of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchasers thereof.

Seconded by Commissioner Murphy. There was no further discussion.

Commissioner Starr called the Roll

Roll Call	YEA	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. **ORDINANCE NO. 836:** PURSUANT TO SECTION 8-22 OF THE PARK DISTRICT CODE (70 ILCS 1205/8-22), THE BOARD OF PARK COMMISSIONERS OF THE MOUNT PROSPECT PARK DISTRICT HAS REVIEWED STAFF'S REPORT FINDING THAT THE PROPERTY IS NO LONGER NECESSARY, USEFUL TO OR FOR THE

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BEST INTEREST OF THE DISTRICT AND RECOMMENDING TO SELL OR OTHERWISE CONVEY IN ANY OF THE FOLLOWING MANNERS:TRADE-IN, SALE, OR OTHERWISE CONVEY, OR DISPOSE, IN SUCH MANNER(S) AND AT SUCH PRICES AS THE EXECUTIVE DIRECTOR SHALL IN HIS SOLE DISCRETION DETERMINE.

Matt Dziubinski, Director of Parks & Planning explained the District's staff puts together a sale surplus list that gets an ordinance number assigned to it per Park District code.

Commissioner Starr asked how the District markets the sale.

Matt informed the Board that in 2016 the District started to use GovDeals which is an online auction service that municipalities participate in and anyone from the public can bid on.

Commissioner Murphy asked how much revenue we can expect from these sales.

Matt estimated the District may make between \$8,000 and \$10,000 for the 16 items being auctioned.

Commissioner Murphy asked if the Executive Director had the authority to approve the sale of these items without having to come before the Board.

Attorney Hoffman clarified that it was required for the Board to adopt this Ordinance to sell the suggested Park District property that was no longer needed.

There were no further questions.

Commissioner Starr made the motion to adopt Ordinance No. 836 Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), the Board of Park Commissioners of the Mt. Prospect Park District has reviewed staff's report finding that the property is no longer necessary, useful to or for the best interest of the District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such prices as the Executive Director shall in his sole discretion determine.

Seconded by Commissioner Murphy.

Commissioner Starr called the Roll

Roll Call	YEA	NAY	ABSENT
Commissioner Kurka			X
Commissioner Starr	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commission Masnica	X		

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Commissioner Tuczak X

Motion Passed

APPROVAL ITEMS

- A. Second Amendment to the Amended and Restated IGA with Mount Prospect School District 57

Executive Director Jim Jarog explained the proposed Second Amendment provides clarification on each agency's equitable contributions towards the Lions Park playground portion of the proposed phase 1 project.

Commissioner Massie made the motion to approve Second Amendment to the Amended and Restated IGA with Mount Prospect School District 57, seconded by Commissioner Starr.

Commissioner Starr called the Roll

Roll Call	YEA	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

FINANCIAL ADVISOR'S REPORT

Lee Howard, CPA and the District's Financial Advisor shared the following information with the Board.

GOLF REPORT

Course revenues through August of \$1,729,951 were up 15% over last year. This contributed to a YTD net of \$508,640.

POOLS REPORT

Total revenue for the three pools at the end of August is \$648,472. Through August, the two outdoor pools are showing the net cost of operations at \$70,665. Although the two outdoor pools are closed, bills for expenses will continue to be received.

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RECPLEX FACILITY REPORT

Recplex facility revenues through August were \$321,007. 144% of the 2022 YTD. REC PROGRAMS Recreation program revenues through August were \$1,816,180, an 18% 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 August or \$838,072. Day Camps are up 34%. Kids Klub and Preschool programs are up 19% and 46% respectively.

DEPARTMENTAL EXPENDITURES

Departmental expenditures are tracking according to plan. With one exception, Central Programs which are 104% of budget, all departments are under 67% of budget, August being 67% through the year. Within Central Programs expenditures, the contractual instructors line item takes the department over budget at 117%. This is not a problem when viewed in relation to the related department revenue which is 142% of budget.

EXECUTIVE REPORT

Executive Director Jarog shared the following information with the Board

Employee Appreciation Lunch 2023

The Mt. Prospect Park District's 2023 Employee Appreciation Lunch took place on Wednesday, September 20th at the Mt. Prospect Golf Club. Lunch was provided to both Full and Part-Time employees in appreciation for their efforts throughout the past year. This event was sponsored by the Mt. Prospect Park District, the Leadership Team, and the Employee Committee. Executive Director Jarog thanked staff and proceeded to state that the District is extremely proud of our employees and everything that they do for our residents and the District throughout the year!

Partnership Agreement Review

In December 2001, the Mt. Prospect Park District entered into a cooperative agreement with the River Trails and Prospect Heights Park Districts. Through this partnership agreement, residents of the Mt. Prospect Park District are entitled to utilize partner park district facilities and participate in programs offered at our partner districts at resident rates.

In August of 2017, the previously approved agreement was reviewed and revised slightly to include annual reviews and price changes as necessary which would not require additional Board approval. Additionally, it was also clarified that Seasonal brochures and other publications would contain Partner Resident Agreement information for all three Partner Park Districts.

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It has been six years since the last revisions have been recommended by the partnership. Because of this Staff feels it is once again time to meet with the Partnership to discuss the agreement as a whole and provide any necessary recommendations to our respective boards for their consideration and approval. Staff has begun the preliminary review process and hope to have recommendations to our respective boards within the coming months. A draft of the proposed changes will be shared with our Board as soon as they are available.

Illinois Bike Path Grant

Staff was notified last week that the Mt. Prospect Park District has received preliminary approval for our March of 2023 submission to the Illinois Bike Path Grant program. The project submitted re-paves the Highlines West walking path area from Algonquin to Linneman roads. The estimated project amount submitted was \$275,000 for new pavement and benches along this section of path. Upon final approval, IDNR's funded portion of the project would be \$137,500 (50%). Staff anticipates a formal approval letter and agreement for the project within the next few weeks. Once formally approved, this grant funding along with our previously acquired grant proceeds and donations will bring our total amount of additional non-bond funding for FY2023 to \$1,788,750.

Upcoming Meeting Reminders:

Regular Board Meeting - Wednesday, October 18, 2023 - *6:00 pm CCC

***Please note the 6pm early start to accommodate the third decennial committee meeting.**

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Massie asked Executive Director Jim Jarog if paving will be done at Melas Park.

Jim explained the grant is for the Highlines West area and is not associated with the path system at Melas Park.

Commissioner Starr thanked all staff for their attention to detail on the reports and board packets. He also thanked full time staff for filling in after hours for part time staff that may not always be available.

Commissioner Doherty complimented the new Emerson Park renovation and thanked staff for their hard work and for attending the ribbon cutting ceremony.

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ADJOURNMENT OF REGULAR MEETING

Commissioner Doherty asked for a motion to adjourn the regular meeting.

Commissioner Starr motioned to adjourn the meeting, seconded by Commissioner Massie.

A voice vote was taken with all in favor and none opposed.

The meeting was officially adjourned at 7:35PM.

Respectfully submitted,

William J. Starr, Secretary