

Approved Regular Board Minutes  
11-15-23

**Approved 12-15-23**  
**Mt. Prospect Park District**  
**Regular Board Meeting**

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, November 15, 2023 at the Central Community Center Facility of the Mt. Prospect Park District. President Kurka called the meeting to order at 6:30 p.m.

Commissioner Masnica 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

Joseph Sagerer, President of School Board  
Terri Bresnahan, Superintendent  
Ron O'Connor, Assistant Superintendent of Business Services  
Albert Tijerina, Director of Facilities and Operations  
Mike Eichhorn, Wold Architects & Engineers  
Anna Kristen (remote)  
Molly Sagerer (remote)  
Kimberly Barrett (remote)  
Dave Torres (remote)

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PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

President Kurka requested a change to the Agenda which moved the Adoption Items to after Public Comment and before New Business.

President Kurka asked for a motion to approve the Agenda as amended. So moved by Commissioner Massie and seconded by Commissioner Tuczak. All were in favor and none opposed.

APPROVAL OF CONSENT AGENDA

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.

- A. \*Approval of Minutes: Regular Board Meeting, October 18, 2023
- B. \*Approval of Minutes: Decennial Committee # 3, October 18, 2023
- C. \*Approval of the Board of Commissioner Regular Meeting Schedule for 2024
- D. \*Approval of Subrecipient Agreement Between The Village Of Mount Prospect And Mt Prospect Park District**
- E. \*Review and Approval of the Partnership Agreement Between the Mt. Prospect, River Trails and Prospect Heights Park Districts
- F. \*Ratification of Accounts Payable for October 2023 In The Amount of \$2,254,155.92
- G. \*Ratification of Payroll for October 2023 In The Amount of \$331,937.96

**Commissioner Tuczak requested to have Approval Item D removed from the Consent Agenda and moved to the Agenda.**

Commissioner Masnica made the motion to approve the Consent Agenda as amended. Seconded by Commissioner Massie.

Commissioner Masnica 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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PUBLIC COMMENT

None

ADOPTION ITEM

- A. ORDINANCE NO. 838: AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES, FOR BONDS REDEMPTION AND INTEREST RETIREMENT, FOR ESTABLISHING AND MAINTAINING RECREATIONAL PROGRAMS, FOR THE PAYMENT NECESSARY TO BE MADE TO THE ILLINOIS MUNICIPAL RETIREMENT FUND, FOR SOCIAL SECURITY EXPENSES, FOR PAYMENT OF THE COSTS OF PROTECTING THE PARK DISTRICT AND ITS EMPLOYEES AGAINST LIABILITY, PROPERTY DAMAGE OR LOSS, FOR CONSERVATORY FUND EXPENSES, FOR A PAVING AND LIGHTING FUND, AND FOR SPECIAL RECREATION PROGRAMS FOR THE HANDICAPPED FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JANUARY, 2023 AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2023.

Attorney Tom Hoffman gave a brief summary of Ordinance No. 838.  
There were no questions from the Board.

Commissioner Tuczak read the recommended motion to adopt Ordinance No. 838. Seconded by Commissioner Massie.

Commissioner Masnica 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. ORDINANCE NO. 839: AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY DEBT SERVICE ON \$8,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2014A, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS

Attorney Tom Hoffman gave a brief summary of Ordinance No. 839.  
There were no questions from the Board.

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Commissioner Masnica read the recommended motion to adopt Ordinance No. 839. Seconded by Commissioner Massie.

Commissioner Masnica 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

- C. ORDINANCE NO. 840: AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY PRINCIPAL AND INTEREST ON \$3,190,000 GENERAL OBLIGATION REFUNDING PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017B, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS

Attorney Tom Hoffman gave a brief summary of Ordinance No. 840. There were no questions from the Board.

Commissioner Massie read the recommended motion to adopt Ordinance No. 840. Seconded by Commissioner Tuczak.

Commissioner Masnica 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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- D. ORDINANCE NO. 841: AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY DEBT SERVICE ON \$3,060,000 GENERAL OBLIGATION REFUNDING PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019C OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS

Attorney Tom Hoffman gave a brief summary of Ordinance No. 841. There were no questions from the Board. Commissioner Massie read the recommended motion to adopt Ordinance No. 841. Seconded by Commissioner Tuczak.

Commissioner Masnica 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

- E. ORDINANCE NO. 842: AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY DEBT SERVICE ON \$8,215,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022A OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS

Attorney Tom Hoffman gave a brief summary of Ordinance No. 842. There were no questions from the Board. Commissioner Masnica read the recommended motion to adopt Ordinance No. 842. Seconded by Commissioner Massie.

Commissioner Masnica 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

- F. RESOLUTION NO. 843: A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023

Commissioner Massie read the recommended motion to approve Resolution No. 843. Seconded by Commissioner Masnica.

Attorney Tom Hoffman gave a brief summary of Resolution No. 843. There were no questions from the Board.

Commissioner Masnica 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

NEW BUSINESS

- A. Community Consolidated School District 59 Presentation Regarding the Potential Future Expansion of Brentwood Elementary School

Executive Director Jim Jarog introduced the staff present from District 59. He explained that District 59 reached out to the Park District for a possible expansion of Brentwood Elementary School due to existing facility and program limitations.

The Park District Staff felt it was best to welcome representatives from SD-59 in person to present their concerns and options for possible expansions to the Board in person. Many of the options explored may require the use of adjacent Park District property.

Dr. Terri Bresnahan, Superintendent for District 59 started by thanking the Board for the opportunity to present. She then shared the following:

Brentwood Elementary School is looking to expand to address programming needs such as physical education, art and music programs. The main goal is to create a sustainable future for the current and future students for modern teaching and learning.

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District 59 has worked with Wold Architects and Engineers and created 4 different options/plans for expansion.

Mike Eichhorn from Wold Architects and Engineers presented 4 different plan options and explained the needs and solutions which showed what the partnership would look like with the Park District.

Questions from the Commissioners:

Commissioner Masnica asked which of the 4 plans would provide the biggest classrooms?

Dr. Terri Bresnahan responded by informing Commissioner Masnica that Brentwood Elementary has the largest number of newcomers of students who are new to the country. The expansion would allow the District to maneuver students to different facilities based on their needs.

President Kurka asked for a time frame for continued growth. Will the expansion be more than what is actually needed?

Dr. Breznahan responded "A demographic study was performed with a 10 year projection of new growth of newcomers so the need would be met per our projections."

President Kurka then asked what would happen if we go with option E-1 that is preferred, what are the impediments and how much ground will we be giving up?

Executive Director Jim Jarog responded that if we were to allow for the proposed option E1 the existing ballfield would most likely be converted into a rectangular soccer field for it to better conform to the remaining space.

Commissioner Massie asked if it's possible to build up by making a second story instead of building out on the District property?

Mike Eichhorn from Wold responded "Unfortunately, they had explored that option, but it's not possible because of the age and structure of the building. It would require a complete renovation of the existing structure which would not be cost effective."

President Kurka asked the time frame of the project?

Mike Eichhorn responded that there will be another presentation at the December Board Meeting to see if they want to move forward and develop the design with Wald Architects. In the Spring, there will be discussion regarding the property lines and description of the project with the district. The bid out would take place at the end of next summer or early fall. The project itself will take a year to build and should be completed by the school year of 2025.

Commissioner Tuczak asked if any trees will be taken down in Option E1?

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Mike Eichhorn responded "Yes, there will be one large tree removed in the center just North of the existing playground."

Commissioner Tuczak also asked if there will be water retention required by giving up the greenspace?

Mike Eichhorn responded "There will be a need for detention possibly under the parking lot. Mike also shared that any detention required would not be placed on Park District property."

Executive Director Jim Jarog asked what would be the 2nd option other than E1 which is the preferred option?

Mike Eichhorn responded "A modification to the plans would be needed if they weren't able to do the acquisition."

President Kurka asked if the School District has the budget or will they need to go to referendum?

Dr. Breznahan responded letting the Board know that the District is able to fund the project with existing funds.

Commissioner Masnica asked what the capacity for the new gym will be?

Mike Eichhorn responded that the capacity for the new gym would hold about 500 people or more.

Executive Director Jim Jarog asked if there would need to be an easement?

Mike Eichhorn responded that he felt a temporary construction easement would be needed as well as any required easement by the City of Des Plaines and those would need to be established.

Executive Director Jim Jarog also asked if the public is receptive to this project and has there been any negative feedback received from residents?

Dr. Breznahan responded "There has been no negative feedback from the public."

There was no further discussion from the Board.

Executive Director Jim Jarog then asked if the Board was in favor to authorize himself and staff to work with SD 59 to come up with a proposal/plan for future consideration of approval by our Board?

All Board members present at the meeting were in favor of plan E1 revised as presented and directed Executive Director Jarog to further pursue this matter with SD-59.

The Representatives from District 59 and Wold Architects thanked the Board for their time and consideration.



B. Draft FY 2024 Budget Summary Presentation

George Giese, Director of Administration began his Budget Summary Presentation for FY 2024 which is a preview of the next fiscal year.

George informed the Board that the Budget is left on the Agenda as needed in the upcoming months until its approval next March.

George then reviewed the two budget reports that followed his memo, each with a different look at the Fiscal Year 2024 budget.

While further revisions may continue in the coming months before ultimate approval in March, staff is pleased to present a sound budget for the next fiscal year at this early stage in the process. Highlights covered during the November presentation included the following:

Operating Fund Highlights:

- Budget surpluses in the Park District's primary Operating Funds of Corporate (+\$22,468) and Recreation (+\$100,050). The surplus in Corporate persists after absorbing additional expenses from the Internal Service Fund - ISF expenses have been reduced below \$100,000 and as a result, the ISF is budgeted for a small surplus (+\$14,500).
- Budget surpluses in the Park District's Liability Insurance (+\$17,585), IMRF (+\$200,500), and Debt Service Funds (+\$191,715). The surplus in IMRF reflects a significant drop in the Park District's employer contribution rate for 2024, which in turn reduces retirement expenses for the District. A near break-even budget for the Conservatory Fund is projected for FY 2024 (+\$3,606).
- Planned, managed deficits in the Park District's Social Security (-\$50,000), NWSRA (-\$430,000), Paving & Lighting (-\$100,000), and Non-Bond "Gov-Deals" Funds (-\$44,000). Particularly for the NWSRA, P&L and Gov-Deals Funds, the Park District budgets to utilize available fund balances for project work in the coming year that would otherwise be unavailable without these allocations. These recurring budget deficits are noted in each year's budget process, though actual results will depend on construction timelines and the specific details of each project.
- For major revenue categories, the Park District is projecting increases across several areas overall. These include the major categories of Rentals (+5%), Passes/User Fees (+13%), Daily/User Fees (+6%), and Program Fees (+16%). Added together, these increases represent over \$721,000 in additional earned revenues for the Park District. Property taxes as an overall category increase 5%, as capped by statutory limits. This increase was described in prior discussions regarding the Park District's tax levy, reflecting increases to CPI and new growth/development in the community.
- For major expense categories, the FY 2024 budget reflects increases to FT Salaries and Employee Benefits (+2%, respectively) as well as PT Salaries (+16%), Contractual

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Services (+18%) and Liability Insurance (+48%). Minimum wage increases to \$14.00 per hour effective January 1st, 2024, and that adjustment is accounted for in part-time budgets. Retirement expenses as an overall category decrease in next year's budget (-23%), again reflecting the reduction in the Park District's IMRF employer contribution rate for 2024.

- Overall, the Park District's total budget is close to balanced between revenues and expenditures, especially when considering the planned deficits for NWSRA/P&L/GovDeals project budgets. To reiterate a point made above, specific amounts may change as needed in the coming months though staff will strive to sustain the overall positive trends represented in this draft budget across its Operating Funds.

Recreation Fund Highlights:

- The Recreation Fund Summary details budgeted revenues and expenditures across the many departments and program areas contained within the Recreation Fund, including pools, the Golf Course, recreation facilities and recreation programming. Overall, the Recreation Fund is budgeted for a surplus (+\$100,050) as noted above.
- Including Central programs, recreation programming overall is budgeted for a surplus (+\$920,897), reflecting the increases noted to key earned revenue categories. The District's main recreation facilities are historically budgeted at a deficit as the keepers of the utilities, maintenance, salaries and overhead expenses required to operate them.
- The Park District's three pools, Big Surf, Meadows and RecPlex, are collectively budgeted at a deficit (-\$471,473). Though revenues for each of the three pools are budgeted for increases as compared to 2023, both the seasonal nature of outdoor pools as well as year-long operational expenses result in budget deficits for the pools.
- Golf Course revenues are budgeted over \$2 million for next year (+3%). Subject to cooperative weather, particularly in early spring and late fall, staff is optimistic for another great year at the Course and continued success for the golf industry post-pandemic.

George then informed the Board that in 2024 the District will make the Draft Budget & Appropriation Ordinance available for public inspection, as required, before coming back to the Park Board for requested approval at the March 2024 Board meeting.

George then thanked the Board for their time and opened the floor for discussion and questions.

President Kurka asked if the ending balance estimate for total revenue vs surplus is too high?

George answered by informing President Kurka that staff reviews projected fund balances on a fund-by-fund basis, as each fund has individual circumstances. He used the Debt Service Fund as an example of this. Should the bond market make it infeasible to sell bonds in a given year, staff attempts to align fund balance with a one year payment as projection for the District. Lee Howard added that the Park District is below the threshold for any objections based on fund balance.

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Commissioner Tuczak pointed out two numbers that stuck out to him which are changes from the prior year; one being 52% at Lions and the 60% growth from the CCC programming. He asked what drove the growth.

Director of Recreation, Nick Troy responded to Commissioner Tuczak explaining the increased revenue from the new basketball rental at Lions as well as increased programming at CCC were the key factors in this.

There was no further discussion or questions. The Board thanked George for his presentation.

APPROVAL ITEMS

**Approval Item B: Subrecipient Agreement Between The Village Of Mount Prospect And Mt Prospect Park District**

*\*This item was revived from the consent agenda per the request of Commissioner Tuczak.*

Executive Director Jim Jarog gave a brief summary of the purpose of the agreement and that it was required under the guidelines set forth by HUD and the Village of Mount Prospect as part of the recently approved CDBG funding for Lions Park Phase 1.

There were no questions or discussion from the Board.

Commissioner Masnica read the recommended motion and seconded by Commissioner Massie.

**Commissioner Tuczak requested to recuse himself from the vote.**

Commissioner Masnica 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 (recused)			

Motion Passed

**Approval Item D: Fall 2023 Capital List for Park Board Approval**

George Giese gave a brief summary of the Fall 2023 Capital List which was previously reviewed with our Board at the October 18th Board meeting in Draft form.

There were no questions from the Board.

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Commissioner Masnica read the recommended motion and seconded by Commissioner Massie.

Commissioner Masnica called the Roll

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

Motion Passed

**Approval Item E: Lions Park Phase 1 Improvements**

**Approval of the Bid Received from AJ Oleson Construction Co for work related to the 2024 Lions Park Phase 1 Renovation Project**

Director of Parks & Planning, Matt Dziubinski began his presentation and gave a summary of the project leading up to the approval.

A master plan was presented to the community in September 2022 and it ultimately landed a spot on the approved capital list.

The Phase 1 Master Plan focuses on a new playground and new pedestrian pathways. The playground at Lions Park is the largest and most heavily used in the community and in need of replacement.

A 2nd community input meeting was held at Lions Park Elementary school in March of 2023 to display different playground concepts. The feedback from that meeting was incorporated into the final design.

If approved as presented the improvements would be the following:

New pedestrian pathways, new playground, shelter, baseball field improvements, new fitness station along the pathway, picnic grove area, game court area, activity patio, small performance stage, and a pickleball and tennis court combo.

Matt then went through the plan by showing different slides of the potential park redevelopment project.

Matt then stated the following:

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With the assistance of Nicholas & Associates, the District received 6 bids with AJ Olsen being the lowest bid.

To help offset some of the anticipated costs our staff has worked to secure OSLAD funding as well as additional CDBG & TIF funding from the Village. The District has also worked with School District 57 who've also committed funding towards this project.

Matt opened the floor to any questions and discussion.

Commissioner Masnica asked what the surfacing will be for the mini stage. She also asked if the boulders on the side of the stage will be real rock?

Matt explained that the stage will be stamped concrete that looks like wood. The boulders on the side of the stage will be stone and round with a smooth surface.

Commissioner Tuczak asked if there will be a drinking fountain on site?

There is no drinking fountain as part of the new work but will consider adding one in the future.

Commissioner Massie asked when the project is scheduled to be completed?

Matt informed Commissioner Massie that If approved, the play equipment will be delivered in April 2024, break ground in March 2024 and substantial completion around August 9th, 2024 pending weather and construction delays. The old playground will remain in place until the new playground is constructed.

Executive Director Jim Jarog informed the Board that all permits are in place from MWRD and have been approved which is very desirable.

There were no further questions or comments from the Board.

Commissioner Tuczak read the recommended motion, seconded by Commissioner Massie.

Commissioner Masnica 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 Item E: Lions Park Phase 1 Improvements**

**Approval for the Purchase of the Playground and Related Equipment Associated with the 2024 Lions Park Phase 1 Renovation Project from Landscape Structures**

Director of Parks and Planning Matt Dziubinski informed the Board that this approval was for the purchase of the playground equipment associated with the previously approved Lions Phase 1 project.

There were no questions from the Board.

Commissioner Massie read the recommended motion and seconded by Commissioner Tuczak.

Commissioner Masnica 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 Item E: Lions Park Phase 1 Improvements**

**Approval of the Proposal for Construction Management and Bidding Services for the 2024 Lions Park Phase 1 Renovation Project from Nicholas & Associates**

Director of Parks and Planning Matt Dziubinski informed the Board that this approval was to authorize Executive Director Jim Jarog to engage in an agreement with Nicholas & Associates for construction management services.

There were no questions from the Board.

Commissioner Masnica read the recommended motion and seconded by Commissioner Massie.

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Commissioner Masnica 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

FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Advisor and CPA for the District shared the following report with our Board:

2024 Annual Operating Budget

This year's 1<sup>st</sup> draft of the FY 2024 Budget is a balanced budget with revenues up 7% and expenditures up 1% compared to last year. The operating budget does not include capital project budgets from bond proceeds. Bond proceeds are appropriated when bonds are sold. Future versions will reflect refinements to this draft..

GOLF REPORT

Course revenues through October of \$2,160,072 were up 12% over last year. This contributed to a YTD net of \$642,399.

POOLS REPORT

Total revenue for the three pools at the end of October is \$719,730. All three pools through October had a net cost of operation of \$105,783. This compares favorably to the 2023 annual budgeted net cost of \$491,042.

RECPLEX FACILITY REPORT

Recplex facility revenues through October were \$396,398. 145% of the 2022 YTD.

REC PROGRAMS

Recreation program revenues through October were \$2,134,914, an 18% increase over 2022 year to date.

CHILD CARE PROGRAMS

Within Rec Programs above, Child Care Programs, (Kids Klub, Day Camp and Preschool

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combined) account for roughly half of that revenue through October or \$974,652. Day Camps are up 34%. Kids Klub and Preschool programs are up 18% and 49% respectively.

### DEPARTMENTAL EXPENDITURES

Departmental expenditures are tracking according to plan. The one exception is Central Programs which are 122% of budget, with October being 83% through the year. Within Central Programs expenditures, Youth Athletics programming has taken off resulting in expenditures over budget at 136% and related revenue also favorably exceeding budget at 156%.

Lee then asked if there were any questions from the Board and there were none.

President Kurka thanked Lee for his report.

### EXECUTIVE REPORT

Executive Director Jarog shared the following report with the Board.

#### **FY 2024 Budget Process**

The first draft of the FY2024 budget was shared with the Board tonight. This is just the first step in our annual budget process. Over the coming months staff will continue to adjust this budget as necessary in an effort to move towards what will ultimately become the final version of the FY 2024 budget. The final version of the District's FY 2024 budget will come before the Board for consideration and approval at the March 2024 Regular Board meeting.

I would like to thank our staff responsible for bringing forth this balanced budget for all of their efforts. Especially Geirge Giese and Lee Howard for their many hours spent on this process. It's great to see our organization returning to a strong financial position after several challenging years.

#### **Friendship Phase #2A Tourism Grant Update**

As of right now the Illinois Department of Commerce and Economic Opportunity (DCEO) has still not issued a formal Tourism Grant agreement despite numerous exchanged emails and phone calls. Staff has continued to express concerns with our Grant Administrator because of the impact this delay may have on the bidding and construction schedule for the project. In addition, the Conservatory is currently not scheduling any bookings for February through April 15th 2024, in anticipation of the proposed construction timeline.

Staff is working diligently to ensure that the forthcoming bid packages are structured in a way to include all necessary Tourism Grant requirements so as to not jeopardize our eligibility once an agreement is brought forth by the state. This includes making sure that the project specifications



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meet the 27% Business Enterprise Program (BEP) requirements and 10% of the Illinois Works Apprenticeship Initiative.

The Business Enterprise Program or (BEP) is for businesses owned by minorities, women, and persons with disabilities is committed to fostering an inclusive, equitable and competitive business environment that will support underrepresented businesses, increase their capacity, grow revenue, and enhance credentials.

The apprenticeship program requires 10% of the total labor hours actually worked in each prevailing wage category OR 10% of the estimated labor hours in each prevailing wage category, whichever is less. As you can see these requirements add just one more layer to an already challenging process.

Our Grant Administrator recently brought forth a request to expedite our agreement process. Last week we received a conditional release and are awaiting the final agreement to be entered into the E-Grants portal, it will take an additional 6-8 weeks for review before the grant agreement and be finalized and approved. At this time, staff have every reason to believe the agreement will come forward as promised.

The proposed Bid package #1 will include the interior facility improvements (bathrooms and banquet room) and is currently scheduled to be issued in December of 2023.

Bid package #2 will include the exterior improvements (civil related, pavilion, and landscape work) and will be issued in January, 2024. Once received bids are approved by our Board, interior construction would begin in February of 2024 and conclude by mid-April 2024. Exterior construction would begin in the spring of 2024 and hopefully be completed by the end of the Summer.

Executive Director Jarog then shared with our Board that based on this proposed schedule, it is likely that bid package #1 will need to be brought forward for consideration by the Board prior to the formal execution of the grant agreement. Although this is not customary, it may be necessary in an effort to stay on track for the project. Staff will continue to work closely with our Grant Administrator to make sure that our acceptance of bids prior to the formal grant agreement being executed would not jeopardize our grant eligibility.

Executive Director Jarog then shared the following Board Meeting Reminders:

- Regular Board Meeting: Wednesday, December 13, 2023, @ 6:30 PM
  - Closed Session per Section SECTION 2(c)(1): Personnel-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees of the public body.
- Regular Board Meeting: Wednesday, January 17, 2024 @ 6:30 PM

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Executive Director Jarog then concluded his report.

President Kurka then asked if there were any questions for Jim and there were none.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Tuczak asked if Beyond Your Base has given us a time frame on their process?

Executive Director Jim Jarog and Director of Administration George Giese informed Commissioner Tuczak that there will be an internal staff meeting next week to discuss the next steps in the process as well as working through a potential list for participants for the Citizen Task Force. The months of November and December will be used to lock in the members and then draft meeting agendas with possible first meeting being held sometime in January 2024.

ADJOURNMENT OF REGULAR MEETING

President Kurka asked for a motion to adjourn the regular meeting.

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

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

The meeting was officially adjourned at 8:25PM.

Respectfully submitted,

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William J. Starr, Secretary