

Approved

**Mt. Prospect Park District  
Regular Board Meeting  
May 15, 2024**

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, May 15, 2024 at the Central Community Center Facility of the Mt. Prospect Park District.

President Kurka called the meeting to order at 6:30 p.m.

The President appointed Commissioner Masnica to serve as secretary pro tem at the meeting in Commissioner Starr's absence.

Commissioner Masnica called the Roll for the Board

The following Commissioners were present upon the roll:

Present: President Kurka, Commissioners Massie, Murphy, Masnica, Tuczak

Remote: None

Absent: Commissioner Starr, Commissioner Doherty

The following individuals were also in attendance (present or remote) at the meeting:

**Administrative Staff/Recreation Staff:** Jim Jarog, Executive Director, Alicia Brzezinski, Executive Assistant, Ruth Yueill, Director of Community Relations and Marketing, George Giese, Director of Administration, Matt Dziubinski, Director of Parks & Planning, Nick Troy, Director of Recreation, Jon Zgoda, IT Professional/ Remote Meeting Moderator, Jeff Langguth, Director of Golf Operations. Mike Azzaretto, Recreation Division Manager, Mary Kiaupa, Director of Human Resources and Risk Management, Maddy Moon, Community Relations & Marketing Coordinator

**Professionals:** Tom Hoffman, District Attorney, Lee Howard, CPA, GAI

**Visitors:** Greg Zimmerman, Ann Zimmerman, Richard Pena, Alex Riegler

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

None

APPROVAL OF AGENDA

President Kurka asked for a motion to approve the Regular Meeting Agenda as written. The motion was made by Commissioner Murphy and seconded by Commissioner Massie. A voice vote was taken; all were in favor and none opposed. Commissioner Starr, Commissioner Doherty were absent.

APPROVAL OF CONSENT AGENDA

President Kurka asked for a motion to approve the Consent Agenda as presented.

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Commissioner Massie made the motion to approve the Consent Agenda as presented, seconded by Commissioner Murphy.

Commissioner Masnica called the Roll

Aye: President Kurka, Commissioners Massie, Murphy, Masnica, Tuczak

Nay: None

Absent: Commissioner Starr, Commissioner Doherty

Motion Passed

### PUBLIC COMMENT

None

### STAFF RECOGNITION

- Recognition of Ann Zimmerman, Friendship Park Conservatory & Art Studio Manager For Thirteen Years of Dedicated Service With The Mt. Prospect Park District

President Kurka recognized Ann Zimmerman, Friendship Park Conservatory & Art Studio Manager for her thirteen years of dedicated service to the District.

Ann joined the Mt. Prospect Park District in January 2012 after a long corporate career.

By sharpening her pencil and relying on what she knows best, Ann was able to:

- Streamline Studio Purchasing
- Reprice the Art Studio Party Packages to increase revenue while remaining marketable
- Create an Art Studio inventory tracking system that leveraged technology and efficiency
- Added new programming in both visual and performing arts that resulted in both increased revenue and participation while keeping expenses at a minimum.
- Streamline recital costume orders by utilizing fewer vendors thereby increasing volume discounts wherever possible
- Generate over \$100,000 in revenue for the Art Studio in 2023

Ann's success at the Studio led to an opportunity to manage Friendship Park Conservatory from May 2021 to May 2024. During this time, Ann:

- Increased rentals annually and revenue by 46% over 2019
- Grew Outdoor Adventure Camp offerings therefore substantially increasing enrollment
- Successfully streamlined the annual plant sale into a two-day format while maintaining profitability
- Furnished the new FPC Gathering Suite to optimize its rental opportunities

President Kurka, the Mt. Prospect Park District Leadership team and Park Board of Commissioners thanked Ann for her years of service and wished her well in this next chapter of your life.

ADOPTION ITEMS

- A. ORDINANCE No. 850 Authorizing the Sale of Surplus Property from the Mt. Prospect Park District

The District is required to create an Ordinance any time there is a sale of surplus.

Typically, this is done once a year shortly after Capital is approved. However, another sale was needed a bit sooner. The last sale of surplus was in September of 2023.

Matt Dziubinski, Director of Parks and Planning went through a few of the items listed such as two vehicles, chairs that are no longer used at CCC and a backup 40x60 tent which the District wishes to donate to the Mount Prospect Lions Club.

Matt then opened the floor for questions or comments.

Commissioner Massie commented that the Lions Club greatly appreciates the donation of the 40x60 tent.

There was no further discussion from the Board.

Commissioner Murphy read the recommended motion to adopt Ordinance #850 and was seconded by Commissioner Massie.

Commissioner Masnica called the Roll

Aye: President Kurka, Commissioners Massie, Murphy, Masnica, Tuczak

Nay: None

Absent: Commissioner Starr, Commissioner Doherty

Motion Passed

APPROVAL ITEMS

- A. Authorization to Serve Alcoholic Beverages NWSRA Golf Outing (Revised Date August 22nd)  
**\*APPROVED BY CONSENT AGENDA**
- B. Approval of the Rec Plex Studio 201 Flooring Project  
**\*APPROVED BY CONSENT AGENDA**
- C. Approval of the 2024 Roof Rehabilitation Program - Central Community Center Facility

Director of Parks & Planning Matt Dziubinski gave a quick summary as to why both roofing projects were bid together and why there's two separate recommendations, rather than one.

In 2021, a roof assessment was conducted at the Central Community Center (CCC) to identify the roof's condition and remaining life expectancy. Another assessment was done in May of 2023 to account for budgetary changes and any other project scope that may be needed to be included.

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During that same roof assessment, one at the Walter Cook Maintenance Facility was done as well due to ongoing roof leaks in the main garage area.

It was then identified that both projects were a necessity and were then listed on the 2024 Annual Capital Improvement Plan which was approved last November 2023.

Knowing that we had two proposed projects in 2024, the District felt it would be best to combine them with the ability to approve them independently.

The project scope includes complete removal and disposal of the existing gravel surface and the existing roofing membrane and insulation. The roof will be brought down to the roofing deck (sheet metal) and the deck will be inspected for any damage or deteriorating areas. Any areas in question would be brought forward for recommendation to Park District staff. Areas would be replaced based on the unit pricing provided in the attached bid form.

If approved, the project would begin in mid August and be substantially completed by late September of this year.

A public bid opening was held on Friday, May 3rd, 2024, with 7 contractors submitting bids for the roofing scope at CCC. The apparent low bidder for this work as presented is DCG Roofing Solutions, Inc. DCG Roofing has previously performed work for the Park District at our Rec Plex facility in 2012 as the contractor which performed the second phase of the roof replacement . References were checked and all were positive. DCG Roofing Solutions is a local contractor that is reputable and capable of performing the described work.

There were no questions or comments from the Board.

Commissioner Massie read the recommended motion to approve the 2024 Roof Rehabilitation Program at the Central Community Center Facility and was seconded by Commissioner Murphy.

Commissioner Masnica called the Roll

Aye: President Kurka, Commissioners Massie, Murphy, Masnica, Tuczak

Nay: None

Absent: Commissioner Starr, Commissioner Doherty

Motion Passed

### D. Approval of the 2024 Roof Rehabilitation Program - Walter Cook Maintenance Facility

Director of Parks & Planning Matt Dziubinski informed the Board that in 2022, a roof assessment was done at the Walter Cook Maintenance Facility (WCMF). The roofing system above the main service area is a modified bitumen (MBR) system and is in need of attention. The facility also has a standing seam (metal) and thermoplastic polyolefin (TPO) system. These areas of the facility are in good condition with an estimated 10-15 years remaining and do not require attention at this time.

The WCMF roof was previously identified as a need and listed on the District's FY24' annual Capital Improvement Plan. The proposed roofing system will include, at minimum, a 20 year manufacturer warranty.

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The project scope includes complete removal and disposal of 25,500 sqft of the existing roofing membrane and 1,800 sq ft of wet insulation. Staff is also proposing to replace all 20 skylights due to age and moisture concerns.

A roof recovery system would be installed including a new roofing membrane, flashings and the installation of 20 new skylights with hardware.

The project would begin in August and would be completed by early September of this year. Park District operations and construction can run concurrently.

A public bid opening occurred on Friday, May 3rd, 2024 with 7 contractors submitting bids for the roofing scope at WCMF. The apparent low bidder for this work as presented is G.E Riddiford Company, Inc. Staff contacted references and all were positive. They are a local contractor that is reputable and capable of performing the work.

The floor was opened up for questions from the Board.

Question from Commissioner Massie: Will that have the same warranty as the roof at CCC?  
Answer from Matt Dziubinski: It will be 20 years vs 25 years because it is not a full tear off which means there is a difference in the system. They are still both APP modified, but because it's an overlay and not a full tear off then there's a 5 year difference.

Comments from Commissioner Tuczak: Based on the pictures, you can tell that the replacement is needed at both facilities. The pictures are 2-3 years old, so there's been further deterioration that might not be reflected in them.

Response from Matt Dziubinski: There has been maintenance done at both facilities, but there's only so much you can do once deterioration begins.

Commissioner Massie read the recommended motion to approve the 2024 Roof Rehabilitation Program at the Walter Cook Maintenance Facility and was seconded by Commissioner Murphy.

Commissioner Masnica called the Roll

Aye: President Kurka, Commissioners Massie, Murphy, Masnica, Tuczak

Nay: None

Absent: Commissioner Starr, Commissioner Doherty

Motion Passed

### FINANCIAL ADVISOR'S REPORT

Lee Howard, Financial Advisor and CPA for the District shared his April Financial report with our Board: The report touched on the following areas: Capital Projects Update, Brentwood Proceeds, Golf Report, Pools Report, Recplex Facility Report, Rec Programs, Childcare Programs, Central Programs and Central Facility Report.

Lee Howard then opened the floor for questions/comments.

Question from Commissioner Massie: What is the interest rate on the Brentwood Proceeds?

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Answer from Lee Howard: The interest rate is 5% on our larger investments.

There was no further discussion.

### EXECUTIVE REPORT

Executive Director Jarog shared his Director's report with the Board which included updates on the following information: Public Engagement Initiative Update, Board of Commissioners/Annual Meeting, Annual Financial Audit for Fiscal Year 2023 and the next Board Meeting date and time of Wednesday, June 19, 2024 - 6:30 pm at Central Community Center.

The floor was then opened for questions and comments from the Board; there were none.

### PUBLIC COMMENT

None

### COMMENTS/MATTERS FROM COMMISSIONERS

Comment(s) from President Kurka: The Plant Presale sale was spectacular. The quality of plants were outstanding. The food, raffles and pricing of the plants were great as well.

Question from Commissioner Tuczak - Due to the age of the wave pool, have there been any steps or enhancements that had to be completed to prepare for this season?

Answer from Jim Jarog: Every year is different. This year, staff had welding performed on cracked areas of the stainless steel gutters.

Response from Matt Dziubinski: The pool filter was repaired over the winter, a handful of laterals were replaced in the filter box as well as lifeguard chair work. We're hoping we can get 2 more seasons of operation from the wave pool.

Question from President Kurka: What is our approximate start up cost for Big Surf?

Answer from Matt Dziubinski: I will put together some numbers for utilities and labor hours and provide them to you.

There was no further discussion.

### ADJOURNMENT

Commissioner Murphy made the motion to adjourn the Regular Meeting and seconded by Commissioner Masnica.

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

The meeting was officially adjourned at 7:20 pm.

Respectfully submitted,

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William J. Starr, Secretary