

APPROVED

SPECIAL BOARD MEETING MINUTES

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Tuesday, November 5, 2013 at Central Community Center Facility of said Park District. Vice President Kurka called the meeting to order at 7:03 p.m. On roll call, the following commissioners were present:

Steve Kurka
Bill Starr
Ray Massie
Lisa Tenuta
Susan Walsh

Administrative Staff:

Greg Kuhs, Executive Director
Lee Howard, Financial Advisor
Cathy Miller, Director of External Affairs
Brett Barcel, Director of Golf Operations
Jim Jarog, Director of Parks & Planning
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services and Human Resources
Teri Wirkus, Executive Professional Compliance Manager

Visitors: None

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL AGENDA

Commissioner Starr motioned to approve the Agenda for the Special Board Meeting; seconded by Commissioner Tenuta and carried by unanimous voice approval.

PUBLIC COMMENT:

None

DISCUSSION ITEMS: BUDGET & CAPITAL PROJECT REVIEW –FISCAL YEAR 2014

Lee Howard reviewed:

- Fund Accounting Principles.
- How the Board approves certain projects.
- Differences between the Budget & Appropriation Ordinance and the Operating Budget
- Why the Budget comes to an end.
- How and why Capital Project Funds are rolled over.
- Explanation of the FY 2014 Proposed Budget Report Consolidated: Explanation of the Summary-All Operating Funds.
- Review of the proposed FY 2014 budget compared to the FY 2013 budget by percent change - another way of reviewing the FY 2014 Proposed Budget Report.

Greg Kuhs & Jim Jarog discussed:

- ADA projects and the process and criteria we follow with NWSRA for funding approval for ADA related projects.
- Explanation on the requirements involved to be an ADA project.

Lee Howard continued to review and discuss:

- The Budget/Fund Accounting Worksheet, Tax worksheet, General Fund, Recreation Fund, Conservatory Fund.
- Review of the departmental break-out; Golf Course, Food & Beverage Service, RecPlex, Central Programs, Central Programs & Central Road Building.
- The Golf Course Special Events Program Fees and Party fees (what the percentage was).
- Explanation of Encumbrances and the why they show up on some budget reports.
- The audit firm the Park District uses. Commissioner Walsh asked Lee Howard to look into the reason for the discrepancy for the higher cost of the auditing firm this year.

Greg Kuhs, Executive Director reviewed general notes for FY 2014 Proposed Budget:

- Revenue for FY 2014 is budgeted to decrease by 2.2% compared to FY 2013 Budget. Decrease is due primarily to the anticipated loss of revenue from the golf course.
- Expenses for FY 2014 are budgeted to decrease by 1.0% compared to FY 2013 Budget. Decrease is due primarily to a decrease in payments due on outstanding debt certificates and reduction of salaries (combination of early retirement savings and staff re-structuring that help create a savings of over \$175,000).
- Proposed 3% merit increase budgeted for staff.
- Health insurance rates are estimated to increase up to 10-12% (anticipated increase is included in FY 2014 budget)
- Discussion on the O'hare Cup Site and the possible development of a plan to improve the site in the future. Attorney Tom Hoffman also discussed and reviewed some of the key terms of the existing lease and working with MWRD.

Barry Kurcz, Director of Business Services and Human Resources reviewed the plan to purchase a new automated payroll time tracking system in FY 2014:

- Simplify & expedite payroll processing, easily identify YTD payroll hours for purposes of PPACA, IMRF, EEOC-4 reporting etc.
- Barry also discussed pursuing and implementation of an updated accounting software package.
- There was also a discussion of refunds from the Reg Sys and how the lottery works.

Greg Kuhs, Executive Director reviewed and discussed:

- Listing of proposed Capital Projects/Improvements for FY2014.
- Ideas for funding the replacement of two playgrounds (Leahy Circle & Einstein) .

ITEMS FOR APPROVAL

Commissioner Tenuta made a motion to approve:

FIRST AMENDMENT TO ABBREVIATED STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT (AIA DOCUMENT B151-2009) BETWEEN ESLER GOLF DESIGNS, LLC (“ESLER” OR “ACHITECT”) AND MT. PROSPECT PARK DISTRICT (“PARK DISTRICT” OR “OWNER”) DATED DECEMBER 17, 2012 (“AGREEMENT”)

Seconded by Commissioner Massie.

Discussion: There was a discussion on the purpose of the amendment.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Doherty			X
Commissioner Klicka			X
Commissioner Kurka	X		
Commissioner Massie	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Walsh	X		
Motion carried.			

Commissioner Tenuta made a motion to approve:

AGREEMENT BETWEEN THE MT. PROSPECT PARK DISTRICT AND NICHOLAS & ASSOCIATES-AIA FORM C132- AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISOR (pertaining to services in connection with renovation of the golf course) WITH A TOTAL COST NOT TO EXCEED \$360,400.

Discussion: There was a brief discussion about the particulars of this Agreement between MPPD and Nicholas & Associates.

Roll Call Vote

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Doherty			X
Commissioner Klicka			X
Commissioner Kurka	abstained		
Commissioner Massie	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Walsh		X	

Motion carried.

ADJOURNMENT

There being no further business to discuss, Commissioner Starr moved to adjourn the Special Board Meeting at 7:55p.m.; seconded by Commissioner Tenuta and carried by unanimous voice vote.

Respectfully submitted,

Bill Starr, Secretary