

Approved

SPECIAL BOARD MEETING

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, November 5, 2014 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:04 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka  
Bill Klicka  
Lisa Tenuta  
Ray Massie

Administrative Staff:

Greg Kuhs, Executive Director  
Brett Barcel, Director of Golf Operations  
Brian Taylor, Director of Recreation  
Barry Kurcz, Director of Business Services and HR  
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Lee Howard, Financial Advisor  
Brad O'Sullivan, GAI

Visitors:

Mike Murphy

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Massie motioned to approve the agenda; seconded by Commissioner Klicka and carried by unanimous voice approval.

PUBLIC COMMENT

Mike Murphy remarked the Golf Course looks great and cannot wait to play the course.

DISCUSSION ITEMS

A. Operating Budget Review-Fiscal Year 2015 (Discussion)

Greg Kuhs, Executive Director explained:

- The process used for the development of the annual budget and general information in the Operating Budget Book.
- This is a draft document, Board is scheduled to approve the operating budget in March 2015.

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- Information contained in the first four tabs in the book are intended to provide a summary of the FY 2015 budget.
- Revenue for FY 2015 is budgeted to increase by 2.8% compared to FY 2014 Budget. Expenses for FY 2015 (not including pending capital projects for FY 2015) are budgeted to increase by 2.7% compared to FY 2014 Budget.
- There is a proposed 3% merit increase budgeted for staff.
- Health insurance rates are estimated to increase 10-12% and this has been included in the budget.
- In coming months, a tentative Budget & Appropriation Ordinance will be prepared and presented for review by the Board.

Lee Howard, Financial Advisor reviewed: (Operating Budget 2015 Book)

- Major change: is in the Conservatory Fund to the Corporate Fund.
- General Fund Information
- Recreation Fund Information
- Other Fund Information (ie: Paving Lighting; NWSRA; etc.)
- Revenue Sources & Expense Categories (FY 2015)
- Consolidated 2015 Budget Report
- Summary –All operating funds

Lee Howard answered questions from Commissioner Kurka, Tenuta and Massie.

Executive Director Kuhs explained this is a draft of the Operating Budget and there will be adjustments in the next few months.

B. Personnel Policy Manual Updates & Revisions (Discussion)

Barry Kurcz, Director of Business Services and Human Resources reviewed:

- The updates of the personnel policy manual, fulltime employee benefits manual and the part time IMRF eligible employee benefits manual.

Commissioner Kurka and Tenuta both stated that the manuals were clear, easy to understand and well done.

Executive Director Kuhs stated the manuals will be put into a final form and presented to the Board for approval at the December Board Meeting.

ADJOURNMENT

There being no further business to discuss Commissioner Tenuta moved to adjourn to the Special Board Meeting at 6:33 p.m.; seconded by Commissioner Massie and carried by unanimous voice approval.

Respectfully submitted

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Bill Starr, Secretary