

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
DECEMBER 17, 2013**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:05 p.m. by President Meyers.

**ROLL CALL**

**Present:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

**Staff Present:** Executive Director McElroy, Director Stumpf, Director Donahue, Director Becker, Director Behlow, Director Baker, Asst. Director Malartsik, Accounting Manager Annette Curtis

**Guests:** Ancel Glink Representative Robert Bush, resident Janet Bernstein

**ADDITIONS TO THE AGENDA** – None

**PUBLIC COMMENT FOR ITEMS ON AGENDA** -None

**CONSENT AGENDA**

Minutes from November 19 Board Meeting; Minutes from December 3 Workshop Meeting; Bills and Payroll in the amount of \$1,423,472.83; 2014 Tree & Stump Removal Bid; Demolition Professional Engineering Services Agreement.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan to accept the Consent Agenda.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, and President Meyers

**Nay:** None

**Absent:** None

Motion carried.

**UNFINISHED BUSINESS**

**2013 Tax Levy Ordinance 13-14**

Director Becker presented a recap of the November 19, 2013 passage of the Truth in Taxation Resolution for the 2013 Tax Levy (2014 taxes). By law, the Park District must wait for 28 days to officially pass the 2013 Tax Levy Ordinance to formalize the estimated levy described in the resolution.

The 2013 Tax Levy Ordinance represents the District's request for \$10,388,432 in property taxes and reflects an increase of 6.6% from the 2012 property taxes. President Meyers noted that the two main components of the increase include a 1.7% increase to catch up with inflation and the need to fund Special Recreation, primarily mandatory ADA compliancy projects, which assure that our facilities are accessible to all of our residents.

Commissioner Ruttenberg made a motion to pass the 2013 Tax Levy Ordinance 13-14 in the amount of \$10,388,432. Vice President Kaplan seconded.

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, and President Meyers

**Nay:** None

**Absent:** None

Motion carried.

**TREASURER'S REPORT**

Director Becker introduced the Park District's new Accounting Manager, Annette Curtis. Manager Curtis formerly worked at the Park District of Prospect Heights. Director Becker went on to highlight financial report format changes and presented a brief overview of West Ridge and Centennial revenues.

Commissioner Ruttenberg noted that the tennis program is showing a surplus. Asst. Director Malartsik confirmed that tennis popularity, program changes, and facility improvements contribute to the increase in revenue.

**NEW BUSINESS**

**Purchasing Policy Amendments**

Director Becker and Director Stumpf presented recommended changes to the Park District's Purchasing Policy made possible by the passing of House Bill 1404/ Public Act 97-0216. Under prior law, local government contractors were required to post performance bonds on construction contracts as small as \$5,000.

House Bill 1404/ Public Act 97-0216 will help alleviate additional costs and also lower bid prices through increased competition, by allowing units of local government to choose to waive performance bond requirements on projects that are \$50,000 or less.

Director Stumpf explained that amending the Park District Policy to reflect this law will give the District the option to waive performance bond requirements on select projects of smaller scale, limited scope, and low risk. Waiving the bond requirement could result in a greater number of bidders and a cost savings to the Park District.

Director Becker added that the Purchasing policy also addresses the fact that all contracts are to be signed by the Board of Commissioners. However, as is typically the case, the Board has the authority to designate a member of the District to sign contracts on its behalf. The Board has designated that Executive Director Liza McElroy will sign all contracts.

Since many of the contracts the District has with vendors are very small for such things as performers for special events, etc. Director Becker requested that the wording in the Purchasing Policy be changed to reflect that contracts less than \$10,000 may be signed by the appropriate Department Head. Contracts in excess of \$10,000 must be executed by the Executive Director.

Vice President Kaplan made a motion to approve the Purchasing Policy Amendments. Commissioner Ruttenberg seconded.

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, and President Meyers  
**Nay:** None  
**Absent:** None

Motion carried.

### **Director Report**

Executive Director McElroy shared that for the first time in three years, there will be outdoor ice at Sunset Park and sledding at Danny Cunniff over the Winter Break. Deer Creek Courts will host a Tennis Camp. Open Gym and Open Skating hours will be extended at Centennial Ice Arena. The locations and schedule for Winter Break activities will be posted on the Park District's website.

### **COMMISSIONER/COMMITTEE/STAFF REPORTS**

Commissioner Flores Weisskopf expressed her appreciation to the staff that planned and worked the December 14 Polar Express, noting that the carolers really added to the festivities. Executive Director McElroy credited School District 113 for providing the carolers again this year. Executive Director McElroy also conveyed that in the spirit of the holidays, 'Santa' made a special trip after the event that afternoon to deliver a book to the home of a child who had not received one. President Meyers commended the staff for this extraordinary display of customer service.

**OPEN TO PUBLIC TO ADDRESS BOARD**

Resident Janet Bernstein expressed the desire for an arthritic pool at the Recreation Center of Highland Park.

**CLOSED SESSION**

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers  
**Nay:** None  
**Absent:** None

Motion carried.

Meeting was adjourned into Closed Session at 6:32 p.m.

**ACTION FROM CLOSED SESSION IF ANY**

President Meyers reported that the Board met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action needs to be taken.

**ADJOURNMENT**

There being no further business, a motion was made by Commissioner Bernstein seconded by Vice President Kaplan and approved by unanimous voice vote. The Board Meeting adjourned at 8:25 pm.

Respectfully submitted,

Liza McElroy, Secretary