



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held in the Palatine Township Senior Center, in said District, at 505 South Quentin Road, Palatine, Illinois on June 28, 2016 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Commissioner Absent

Nicholas Sawyer, Vice President

Staff Present

Mike Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks and Planning

Steven Nagle, Supt. of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Joshua Ludolph, Asst. Supt. of Facilities

Patrick Griffin, Aquatics Manager

Toni Bruns, Stables Manager and Trainer

Joanna Walus, Asst. Trainer

Trish Feid, Park Board Secretary/Executive Assistant

Citizens and Guests

Bob Alexander, PHGA Liaison

Greg Sammons, Resident

Graham Nelson, PPD Tiger Sharks

Emil Borre, PPD Tiger Sharks

Kim Pohl, Harper College

Dan Berg, Sikich, LLP

Doug T. Graham, Daily Herald

Approval of Agenda

Commissioner Rogers moved and Commissioner Gould seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 28, 2016 was approved.

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed consent agenda items. Commissioner Gould moved and Commissioner Rogers seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of June 14, 2016; Closed Session Minutes of June 14, 2016; Approval; Annual Treasurer's Report; and Approval of Warrant #12. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Comments from the Audience

Palatine Hills Golf Association (PHGA) liaison, Mr. Alexander, informed the Park Board that PHGA has a 4<sup>th</sup> of July event scheduled with many players to participate at the golf course; the next meeting for the association is on July 14 at 7:00 p.m. at the Clubhouse.

Presentation

Supt. Becker introduced Mr. Berg of Sikich to present the 2015 audit report and to review the management letter with comments from the auditors to the Park Board. Mr. Berg thanked the Park District staff for their help throughout the auditing process, the audit team works with staff to achieve the final audit; also, he gave thanks to the Park Board for allowing Sikich to perform the annual audit of the Park District. Mr. Berg said it was a successful audit despite many changes for staff; as well as new legislative changes, all of which are healthy changes to the report. Mr. Berg pointed out significant changes from the District's past audit reports, including the merging of the Stables and Golf Course funds into the Recreation Fund; and, the merging of various miscellaneous funds of the District into the General Capital Fund. He highlighted another big change with reporting, the Government Accounting Standards Board (GASB) dramatically changed the way the Park District is required to report pension. Staff has to wait for the actuarial report from IMRF; this change of pension reporting consequently has impact within the financial statements. Mr. Berg reviewed other areas including issuance of bond building; deficit assets and positive net assets; and reviewed all of the funds adding there is good news on the balance sheet. Regarding the required communications from the auditor, Mr. Berg reported that this year there was much smaller communications noted within the required communication section of the audit report; and, there were no difficulties with the audit. The report includes adjusting journal entries; wave adjustment journal entries, and recommendations for improvement. Mr. Berg suggested to the Park Board when reviewing the audit to start with Supt. Becker's Q's and A's section. Also, he recommended that the Park Commissioners may find it interesting to read the statistical section in the back; Mr. Berg encouraged reviewing. Mr. Berg thanked Supt. Becker, Asst. Supt. Becke and Associate Accountant Lyons, he valued their efforts and thanked them for their cooperation and for always getting the requested material so quickly. Mr. Berg relayed in auditor's terms that the Palatine Park District's audit is of a "clean opinion", which is good. Supt. Becker highlighted the first comment on the management letter and explained that we continue to have challenges with the RecTrac software system; staff has taken real significant steps to get things tied down and moved forward; Clark added that RecTrac is not made to be a finance tool; and once the new finance software system is in place then the two systems can talk to each other. In response to Commissioner Cozza's question regarding Sikich's experience with RecTrac, Mr. Berg said that it has a doable interface; read only rights with monitoring data when wanting to share information; it is a good product. Commissioner Rogers inquired about website posting of the audit; Director Clark said that staff will add the audit to the "Transparency Center" section on the Park District's website and file the audit with appropriate agencies such as the Cook County Clerk Office and Illinois State Comptroller Office. Commissioner Cozza suggested including the audit in the cloudstation's "Commissioners" folder for the Park Board to easily access when needed for referencing. The Park Board thanked Mr. Berg for presenting the audit.

New Business

The Board reviewed a previously distributed Board Summary pertaining to the Acceptance; Annual Audit and Management Letter. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners accepts the Audit Report for the fiscal year ending December 31, 2015; and the Management Letter. The motion was unanimously approved by a roll call vote as follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the Approval; Palatine Park District and Harper College Intergovernmental Agreement (IGA). Commissioner Cozza moved and Commissioner Rogers seconded that the Park Board of Commissioners approve the Palatine Park District and Harper Community College Intergovernmental Agreement (IGA) regarding the partnership for shared use of the Recreation and Wellness Facility as presented. Regarding the 9M intergovernmental agreement, Mr. Sammons inquired with the Park Board on what does 9M give the Park District. In response, Commissioner Cozza said that we have almost exclusive use of the pool and priority usage for most of the building after Harper College necessitates. It came to the Park Board's attention that Harper College was not going to be replacing the pool, which was a grave concern according to Commissioner Cozza that the community would be losing Harper's pool. The partnership with Harper College will allow the Park District to offer year round swim lessons, swim team use; and overall improvement to the Palatine Park District's swim and fitness programming. Continuing, Commissioner Cozza said that the Palatine Park District will be present throughout Harper College. In regard to Mr. Sammons' question of the operations' strategy, and inquiry of the plan for the Park District to sustain, Clark said that the District will use the program and revenue sharing to help offset the cost. Clark said for the first year or two, subsidization will be needed as the awareness grows. Discussion of drawing pool participant usage from student, faculty, Park District residents and community neighborhoods ensued; communication to promote the new facility will be shared by all partners. Concerning Harper College's 38M project for the new building, Mr. Sammons asked for clarification of the 9M which the Park District supports. Clark said that the Park District will support 9M of the 38M; NWCH is also funding a part on their behalf of new amenities and services. Continuing, Clark added that it would cost the Park District 15M to construct our own pool facility and substructure; therefore, the partnerships with Harper and NWCH made it very attractive. In regard to the consideration that an indoor pool was ranked the number one indoor need, regarding the assessment survey which was presented to the public in 2014. This is a long term goal; Clark said that the District has been working with Harper College's President, Dr. Ender, for over 2 years. Clark added that staff is currently working on the operation plan. In response to Mr. Sammons' information on the recent high schools' newly renovated pools, and comparing the pool's cost and similar size, Clark said that the Park District constructing at Harper College is different, there will be new infrastructure and pool size, along with various new amenities. Mr. Sammons asked about Palatine Park District's part in pool membership for residents at the proposed facility; Clark said there is community access to the pool. Mr. Sammons said that this is exciting news with the great intergovernmental partnerships; though, he mentioned the downside with location being on the south side of town. Clark added that Commissioner Ruff has stated the same concern throughout the entire working progress of the intergovernmental agreement. Mr. Sammons wanted to have clarification on the thought process, expenditures and sustainability to the District. Discussion ensued, and comments were presented regarding similarities of concerns when developing Falcon Park, the uneasiness with the unknowns of attracting users; the Park Commissioners can confirm that Falcon Park's amenity of the indoor turf brings in various users. Participants will commute; Falcon Park is much more successful than imagined. Also addressing the Park Board regarding the recent intergovernmental agreement, swim team board member, Mr. Nelson, said that this is significant and a huge part of Palatine Park District history. Mr. Nelson spoke as a resident, expressing that this is awesome for the community; he said it was a courageous decision, and he is happy to have the pool at Harper College under Palatine Park District. Being pleased with the ability to teach and organize swim lessons under Park District programming, Commissioner Gould mentioned that statistically 40-60% of individuals do not know how to swim. Commissioner Gould would like to see every child have the opportunity to swim; this intergovernmental agreement allows the Park District to make this happen. The motion was approved by a roll call vote as follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers,

NAY: Terry Ruff

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the Award of Bid; 2016 Asphalt Rehabilitation Project. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Chicagoland Paving Contractors, Inc., of Lake Zurich, Illinois in an amount not to exceed \$143,600 for the 2016 Asphalt Rehabilitation Project. The motion was unanimously approved by a roll call vote as follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

#### Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk displayed the concept drawings for Hamilton and Chickadee playground projects. Starting with the development of Hamilton Park, which will be the most ADA accessible playground of the District, Tynczuk reviewed the project's preliminaries, ADA improvements, new walking path design and timeline for completion. In regard to the adjacent parking lot at Hamilton Park, Commissioner Gould has worries about no bollards or boulders to secure safety; staff will look into means of protection for the busy park area. In response to questions, Tynczuk said that the ADA improvements and funding process for the playground is spread over a two year period. Clark explained the ADA funding and allocation as a contributing member with NWSRA, the contribution part has allocated funds for ADA use at the Park District, which is the focus of one of the District's strategic goals for meeting and succeeding ADA enhancements. In regard to Chickadee Park, a new park for the District, Tynczuk said that the various features and colors for the playground were voted on by the surrounding participating residents. In response to Commissioner Cozza's concern of the new shade structure, Tynczuk explained that the shade is a made of a durable fabric which is removed during the winter months. The requested shade structure was an added priority from the residents. Clark mentioned an organization, "Kids Around the World", (<http://www.katw.net/>) that the District reaches out to when we have playground equipment to share; folks from the organization will disassemble the playground and deliver to a third world country; then they reassemble for community use; great program and organization.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle introduced Joanna Walus, Stables Assistant Trainer, who recently started working in her new position. Nagle said that Walus fits in nicely as she previously worked part-time at the Palatine Stables. In response to Commissioner Cozza, Walus said it was a busy weekend and a good horse show with many participants. Commissioner Cozza agreed that it was a great weekend for the horse show, which was well attended. In giving recognition to the golf course staff, Nagle highlighted a few areas regarding the golf course including the participation numbers which are improving along with the weather; the Junior league plans to add a "B" team this year; and, Palatine Hills Golf Course hosted a successful CDGA tournament. In response to Commissioner Rogers, Nagle said that the course held up well throughout the heavy rainfall, adding compliments to Golf Supt. Helms for his preplanning for the forecasted heavy rain by minimizing the maintenance watering routine

prior to the event and thoughts to draw down some of the water wells. Regarding the new office area on the Village side, which will host the next two Park Board Meetings, staffs' transition in the new office area is almost complete.

President Ruff noted there were no other Departmental Reports. The Board thanked staff for their reports

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Reports. Director Clark highlighted the Community Center project, he mentioned that staff is settling in their new offices on the Village side; though, the facade improvements are lagging; and, staff is working on the final change order numbers with Village of Palatine. Clark reminded the Park Board of the location change for the July Park Board meetings, trial run of the new venue. Last week's joint meeting with D15 went well and the next step will be with the sub-committees meeting this Friday; there is potential feasibility of looking at Osage Park, Clark added that this is only exploratory. Regarding the announcement of the new risk manager position, Jessica "Frankie" Giannetti will start on July 11<sup>th</sup>. Clark expressed that he is excited about the partnership and working with the groups at Harper College; he will be setting forth an action plan for full operations. Staff, especially many of the Parks Department crew, have been very busy with the Hometown Fest preparations. Clark reminded the Park Board to meet in the back area of Community Center at 9:30 - 9:45 a.m. for the 11:00 a.m. start time at Saturday's 4th of July parade; the staging area is the same as last year. Lastly, Clark said that throughout the busy summer schedules for camps, swimming pools and programming, the District's staff members are doing great; and it is important to remind staff to take care of themselves as well as our patrons.

#### Commissioners' Comments

Commissioner Rogers is looking forward to the various possibilities and opportunities with the Harper College partnership as we move forward. Regarding last week's special meeting, Commissioner Rogers said that it is good to hear Falcon Park is off the table; Falcon Park Recreation Center is well-used by our residents and visiting neighbors. Commissioner Rogers wished everyone a happy and safe 4<sup>th</sup> of July.

Commissioner Gould questioned the recent bike trail postings. Staff said that the new signage, which the Village installed, appears to have not followed the Park District trail system. Staff will investigate. As a reminder, Commissioner Gould mentioned the upcoming Realtors Against Homelessness' raffle opportunity.

Commissioner Cozza handed congratulations to Director Clark on two significant developments for the Park District: partnership with Harper College regarding tonight's approval of the Student Recreation and Wellness Building M Pool and prospect of D15 intergovernmental agreement.

President Ruff agreed with the Commissioners' comments presented; also, brief conversation of vending machines' cautions and mishaps.

Regarding requested future agenda items; prior to introducing the revised affiliate agreement, Commissioner Cozza said that we need to have a discussion as a Board, regarding the preliminary level with updating the affiliate agreement. Since the last date of reference is 1976, Clark mentioned that there are several gray areas which need future discussion; therefore, staff needs to revisit the affiliate agreement. Discussion ensued with various considerations; staff plans to incorporate various levels and responsibilities into the revised agreement; consequently, providing flexibility with different platforms and levels with corresponding guidelines to match the roles and responsibilities of all types of the District's affiliates. This might be challenging to manage. Commissioner Cozza said he would like to see the 'Friends of the Park District' program encouraging volunteerism. Clark and staff will prepare for future discussion.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved that the Park Board of Commissioners go into closed session for discussion of Section 2(c)(5) Open Meetings Act regarding the acquisition or lease of real property for the use of the District; Section 2(c)(6) Open Meetings Act for discussion of the acquisition or lease of real property owned by the District; and Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes, Commissioner Gould seconded. The motion was unanimously approved by a roll call vote. The result of which follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 8:25 p.m.

Return to Open Session

Commissioner Cozza moved to come out of closed session and return to the regular meeting of the Board of Park Commissioners; Commissioner Gould seconded the motion which was unanimously approved by a voice vote as follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion passed.

Action on Matters Considered in Closed Session

The Park Board reviewed a previously distributed Board Summary pertaining to the approval of a resolution determining the confidentiality of approved closed session minutes. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #16-06; Determining the Confidentiality of Closed Session Minutes. The motion was unanimously approved by a roll call vote as follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Regarding items of property which required discussion in the closed session, President Ruff said that no further action is necessary at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Gould seconded the motion which was unanimously approved by a voice vote at 9:35 p.m.

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Respectfully submitted,

Trish Feid  
Secretary

ATTEST:

APPROVED:

Trish Feid  
Secretary

Terry Ruff  
President

Next scheduled Park Board meetings:

July 12, 2016 \*Meeting location change  
July 26, 2016 \*Meeting location change  
August 9, 2016

\*Community Center's new Multipurpose Room, upstairs; signs will be posted.