



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 S Quentin Road, Palatine, IL on January 13, 2015 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President  
John Cozza, Vice President  
Terry Ruff, Treasurer  
Nicholas Sawyer  
Jennifer Rogers

Staff Present

Mike Clark, Executive Director  
Ed Tynczuk, Supt. of Parks & Planning  
Steven Nagle, Supt. of Facilities  
Elliott Becker, Supt. of Finance & Personnel  
Donelda Danz, Asst. Supt. of Recreation  
Tina Becke, Asst. Supt. of Finance  
Joshua Ludolph, Asst. Supt. of Facilities

Dan Mangum, IT Manager  
Phil Riskin, Human Resource Manager & Safety Coord.  
Cheryl Tynczuk, Landscape Architect  
Sharon Lyons, Associate Accountant  
Jessie Feid, Payroll/Human Resource Assistant  
Trish Feid, Secretary

Citizens and Guests

Bob Alexander, PHGA  
Greg Sammons  
Eve Widmaier  
Eric Anderson, BMO Capital Markets

APPROVAL OF AGENDA

Commissioner Cozza moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of January 13, 2015 was unanimously approved as submitted.

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

NAY: None

ABSENT: None

Motion carried.

APPROVAL OF CONSENT AGENDA

The Board reviewed the previously distributed consent agenda items. Commissioner Cozza moved and Commissioner Sawyer seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved as submitted: Regular Meeting Minutes of December 13 2014; Approval of November 2014 Treasurer's Report; Ratification of Warrant #24 and #24A; and approval of Warrant #1. In response to Commissioner Cozza's question, Asst. Supt. Becke said that the item is regarding the Palatine Children Chorus' traveling costs. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

MATTERS FROM THE PUBLIC

President Gould presented Eve Widmaier, Resolution #15-01, on behalf of the Park Board, residents and employees, giving public recognition to her outstanding contributions to the Palatine Park District as the Payroll and Human Resource Assistant. Continuing, President Gould said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution has been presented to Eve Widmaier as a tribute from the community. Commissioner Cozza moved and Commissioner Ruff seconded that the Park Board of Commissioners adopt Resolution #15-01 for recognition and appreciation of Eve Widmaier. President Gould requested a voice vote; the Resolution was unanimously accepted. Mrs. Widmaier said that she was grateful to have worked at a park district, continuing, she said that it is a wonderful team of people to work among. The Board and staff thanked Eve Widmaier for her fifteen (15) years of dedicated service and wished her well in her retirement.

Director Clark acknowledged Commissioner Sawyer on his 5 years serving as Park Commissioner. The Board and staff congratulated Commissioner Sawyer.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Finance and Personnel Department Report. Supt. Becker highlighted a special recognition to the finance department's effort with the yearend closing of books and that staff was working during the holidays to accomplish this task with the current software program. Becker said that he is impressed with all staff members as we are working through the extensive software change; it has been full team effort.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz reviewed the social media data commenting that usage numbers continue to increase; President Gould said that she is glad to see that the Marketing Department is having success when reaching out to the public. Danz also mentioned that the addition of another North Pole Express trip was very successful; adding compliments to the Barrington Park District for their involvement with festive decorations. Next year, Danz said that she plans on reaching out to Barrington Park District to help them prepare and decorate the event's location site. Commissioner Cozza mentioned the success of the 410 advance pool pass memberships sold, which is an outstanding amount.

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

NEW BUSINESS

The Board reviewed a previously distributed board summary and policies pertaining to the Personnel Manual. Commissioner Cozza moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve Personnel Policy Manual Sections 3.00.0 through 3.06.6 as presented and pending final legal review. Director Clark said that Landscape Architect Cheryl Tynczuk has done an excellent job. Commissioner Cozza added that he appreciates the comparison supplement, which provides clarifications of revisions and changes. President Gould requested a roll call vote; the policy was unanimously approved as submitted.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to a Personnel Policy change. Commissioner Rogers moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the full time exempt employee benefit for holiday compensation to designate Thanksgiving Day as a floater holiday to acknowledge the requirement for exempt staff to work Thanksgiving Day morning for the annual Turkey Trot Special Event. Director Clark added that there is need to provide consistency since current protocol differs among departments. President Gould requested a roll call vote; the policy was unanimously approved as submitted.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to an approval of a tractor purchase. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve a purchase order to the lowest responsible bidder, Deere & Company, Cary, NC, in the amount not to exceed \$37,500 for the acquisition of one John Deere tractor. In response to Commissioner Rogers' question, Supt. Tynczuk said that the delivery expense is included and delivery is expected in four (4) weeks. President Gould requested a roll call vote; the policy was unanimously approved as submitted.

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

NAY: None

ABSENT: None

Motion carried.

President Gould noted there was no more new business to be addressed at this time.

EXECUTIVE DIRECTOR'S REPORT

The Board reviewed the previously distributed Executive Director's Report. Director Clark told the Board that he recognizes the outstanding care and thoughtfulness that staff has been dedicating to the many projects and directions which the park district is taking. One of the ongoing projects, Comprehensive Strategic Master Plan, Hitchcock Design Group has reported that 20% of the surveys were returned and that we will be receiving the results shortly. The next stage of the Master Planning process will be applying the data to the District's priorities and goals. Other items mentioned included the Exceptional Workplace Award; upcoming events such as the Volunteer of the Year, Senior Gala and the NWSRA Fashion Show. Also, Clark reported his efforts with the Park Foundation's proposed website and their forthcoming campaign, Tree-mendous to reforest our parks.

COMMISSIONERS' COMMENTS

President Gould thanked Supt. Tynczuk for responding to the patron regarding the ice rinks. President Gould complimented the very productive Special Park Board Meeting.

Director Clark responded to Commissioner Cozza inquired about a policy when a community group hosts an event within our facilities when alcohol is served.

Regarding requested future agenda items, Commissioner Sawyer would like to revisit the practice hole project at Palatine Hills Golf Course.

At 7:35 p.m. the Park Board Meeting was briefly delayed; at 7:45 p.m. President Gould resumed the meeting.

PRESENTATION

The Board previously reviewed the report of District's bond history. Mr. Anderson of BMO Capital Markets reviewed the bond refunding opportunities to the Board and staff; Mr. Anderson reviewed various approaches for considerations for potential refunding; he also highlighted the process for executing the District's Bond Ordinance with the adoption of the Parameters Ordinance. The Board thanked Mr. Anderson for his presentation.

EXECUTIVE SESSION

President Gould requested a motion to close the public portion of the meeting and convene in executive session; Section 2(c)(5) Open Meetings Act discussion of the acquisition or lease of real property for the use of the District. Commissioner Cozza moved and Commissioner Ruff seconded the motion, which was unanimously approved by a voice vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:34 p.m.

RETURN TO OPEN SESSION

The Board reconvened in open session at 8:59 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

President Gould said that the Board met in executive session regarding the item of real property; President Gould stated that there will be no action at this time.

ADJOURNMENT

There being no further business to come before the Board on this date, Commissioner Sawyer moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote at 9:00 p.m.

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

NAY: None

ABSENT: None

Motion passed.

Respectfully submitted,

Trish Feid, Secretary

ATTEST:

/s/ Trish Feid  
Secretary

APPROVED:

/s/ Susan Gould  
President

Next scheduled Park Board meetings:

January 27, 2015  
February 10, 2015  
February 24, 2015