



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday January 24, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Brad Helms, Golf Course Superintendent

Michael Noens, Marketing Coordinator

Jason York, Facilities Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Billy Stewart, Palatine Park District Intern

Public Hearing

President Ruff opened the Public Hearing for the 2017 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #17-01, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2017 and ending December 31, 2017. Notice of Availability of Proposed Annual Budget for 2017 and Notification of the public hearing was published in the Daily Herald. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Ruff offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners close the public hearing regarding the 2017 Budget and Appropriations Ordinance #17-01. The motion was approved by a roll call vote and President Ruff closed the Public Hearing for the 2017 Budget & Appropriations Ordinance. The result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Adoption of Budget and Appropriation Ordinance #17-01. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #17-01 authorizing the fiscal 2017 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-seven million, three hundred twenty-seven thousand, eight hundred ninety-five (\$37,327,895) dollars and forty-one million, sixty thousand, six

hundred and eighty-five (\$41,060,685) dollars respectively. The motion was approved by a roll call vote upon approval of the consent agenda; the result follows:

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

NAY: None

ABSENT: None

Motion was approved within the consent agenda.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of January 24, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza 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 January 24, 2017; Approval of Adoption of Budget and Appropriation Ordinance #17-01; Approval of Adoption of Surplus Property Ordinance #17-02; and Warrant #2. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk highlighted that the desirable weather is allowing staff to work outside accomplishing many tasks. A meeting is scheduled with the playground vendor tomorrow; then for awareness and public input, staff plans to post via Facebook various designs for Oak Park's new playground. Regarding tonight's approval, staff will be working on the equipment purchase for this year for Parks. Regarding the recent vandalism, Tynczuk reported that the signpost at Cottonwood Park near the bike trail, which the Boy Scout constructed, needs to be checked out and repaired. Commissioner Cozza suggested that the history of Cottonwood Park area and the community trail map would be useful to display within the 2-sided signpost.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle introduced new fulltime facility employee, Jason York. Previously part time for the District, Facilities Coordinator York is now

fulltime. The Park Board welcomed Jason; York said that Palatine Park District is great place to start his career and he is happy to be here. Director Clark complimented York, adding that Jason is a good fit for the District, very approachable and demonstrates great interaction with patrons and staff. Continuing with the annual report in regard to recent completion of Cutting Hall Light rail project, Nagle thanked the Park Commissioners for the much needed improvement. Nagle also gave thanks for supporting conference which is always a great learning experience. Lastly, Nagle reminded the Park Board of ICompete's annual fundraiser at Durty Nellies this Saturday.

The Board reviewed the previously distributed Finance Department Report. Referencing tonight's Board approved surplus ordinance, Supt. Becker complimented the Parks Department on making use of the department's aging equipment. As the District is in process of transitioning to the new finance software system, staff has been faced with many challenges; the recent issue was concerning the closing of year-end. Regarding the implementation of the new finance software, the month of January has been filled with various training sessions. The Commissioners will see the new look of the warrant starting at the February 28th Park Board Meeting. In March the District will have its first payroll with the new system, Incode. Registration staff is extracting more data for better statistics with RecTrac, the registration software which was implemented last year. Becker will be visiting Oak Park's Park District to gain insight from their experience with the system. Regarding Commissioner Cozza's questions, Supt. Williams will get back with the Park Board regarding the C.A.R.E. program.

Staff introduced Billy Stewart who is the Park District's Intern. The Park Board welcomed him. Director Clark said that Billy is doing a great job; Clark was impressed with the young intern asking poignant questions during their orientation.

President Ruff noted there were no other Departmental Reports; the Park Board thanked staff for the Department Reports.

New Business

Regarding the final reporting to the Park Board of the Palatine Park District's Agency Work Plan Goals, Director Clark said that the findings are intended for informational purpose. Recapturing the summary for the Year-1 Report of Trimester 3, Clark said that many of the goals were identified throughout our master plan strategy process. The most significant goal was the indoor needs assessment; Clark complimented Supt. Nagle with leading the core team and working with the consultant group. Regarding the last section of Trimester 3 Progress Report of the District's Action Plan of Year-1, Clark pointed out the departments' list of significant accomplishments; a culmination of impact to better the district. Continuing, Clark said that during December's retreat with the Leadership Team and Support Group, staff acknowledged and celebrated many year-1 accomplishments. Regarding preparation for presenting the 2017 Agency Work Plan Goals, which will be on the February 14, 2017 Park Board Agenda; Clark mentioned one trend of being more realistic in the scope and number of goals. The new work plan of action will encompass the carryover goals then following with the new department goals for 2017. Clark added that some carryover goals have been combined; redefined; or, broken-down into a new goal. Clark is proud of staff with finishing up their goal development and helping him lead the District. Commissioner Rogers commented on the busy year; and it continues with implementation of the new software, Incode; and the various District projects.

The Board reviewed a previously distributed board summary for the Approval of Ordinance #17-03 regarding the Travel Expense Control Act. Commissioner Gould moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve Ordinance #17-03, an Ordinance amending the Palatine Park District's Travel Expense Reimbursement Policies and Procedures to comply with the requirements of the Local Government Travel Expense Control Act (P.A 099-0604). The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Governance Policy Manual Section 1.08.19 regarding the Travel Expense Control Act. Commissioner Cozza moved and Commissioner Sawyer seconded that Park Board of Commissioners approve Governance Manual Policy 1.08.19, a policy providing the process, procedures protocol and documentation required to comply with the requirements of the Local Government Travel Expense Control Act (P.A 099-0604). The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the Golf Course Culvert Replacement. Commissioner Cozza moved and Commissioner Sawyer seconded that Board of Park Commissioners approve the lowest responsible bidder, Bolder Contractors, Inc. in the amount not to exceed \$125,360 for the base bid and the alternate for the golf course front entrance drive culvert replacement. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

President Ruff 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 (EDR). Director Clark highlighted that during conference, the District was recognized for receiving a grant; adding compliments to Parks Supt. Tynczuk and Asst. Supt. Holder. Clark also expressed gratitude for the Park Board's support of state conference; staff appreciates the opportunity as well. Clark reminded the Board of the special event on February 4th, the Volunteer of the Year luncheon. Clark and Williams will be talking with D15 concerning the after school soccer program situation; the original intent of the program has expanded and it needs to be reassessed as the Park District supports both programs, the D15 after school program and Celtic Soccer. Continuing with the EDR, Clark reminded the Park Commissioners of the Legislative Breakfast in Schaumburg on Saturday March 4. Lastly, Clark mentioned his end of the year report following his regular EDR; a culmination of 2016 accomplishments, duties and tasks.

Commissioners' Comments

Commissioner Rogers commented that it was a good conference; nice to see staff and meet the recent new hires of the District.

Commissioner Sawyer highlighted a successful conference; though, the venue was not very desirable, very disorganized.

President Ruff highlighted the awarded park grant; and mentioned that he enjoyed state conference.

Regarding future agenda items, President Ruff said that no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Sawyer moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, including hearing testimony on a complaint lodged against an employee to determine its validity; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

- AYE: John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff
- NAY: None
- ABSENT: None

Motion passed at 7:57 p.m.

Return to Open Session

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

- AYE: John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff
- NAY: None
- ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

Regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of personnel, President Ruff said that there is no action at this time.

Adjournment

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

- AYE: John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff
- NAY: None
- ABSENT: None

Motion passed at 8:42 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

February 14, 2017
February 28, 2017
March 14, 2017