



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 Rd, Palatine, Illinois on February 9, 2016 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

John Cozza, President
Terry Ruff, Vice President
Nicholas Sawyer, Treasurer

Jennifer Rogers
Susan Gould

Staff Present

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

Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Cheryl Tynczuk, Landscape Architect
Phil Riskin, Human Resource Managers
Lisa Schroeder, Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Alexander, PHGA
Traci Hinshaw, Jaycees; Hometown Festival

Jen Hickman, Jaycees; Hometown Festival

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 9, 2016 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Gould seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: the Regular Meeting Minutes of January 26, 2016; and Warrant #3. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

Palatine Hills Golf Association (PHGA) liaison, Mr. Alexander, mentioned that the association's board meeting will be held at the Clubhouse this Thursday.

Presentations

The Board reviewed a previously distributed board summary pertaining to the Jaycees 2016 Hometown

Fest Celebration Request. President Cozza asked the Park Board if there were any questions regarding the Hometown Fest Celebration request. In regard to Commissioner Rogers' inquiry about the start time of the parade, Director Clark welcomed the co-chairs of the Jaycees Hometown committee Ms. Hinshaw and Ms. Hickman to review the event highlights. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the Jaycees use of Community Park, Thursday June 30, 2016 through Tuesday July 5, 2016 with the hours and dates as recommended on the attached letter. Staff shall be directed to coordinate assistance for the celebration as listed in the request. Commissioner Gould along with fellow Park Commissioners and Director Clark thanked the chair leaders for their efforts. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Supt. Becker greeted the Park Board. He reviewed feedback stated in the 2014 audit management letter from Sikich, the accounting firm. The letter is a useful tool to assist with the improvement of the audit process and for better financial practices. Some of the management points that staff will be addressing include adjusting journal entries which need to be made in 2015 and making audit journal entries to correct certain accounts which was not handled correctly previously, these entries need to be reversed prior to the start of the next year audit. Staff is performing this process in order to get correct starting balances in our financial system. Asst. Supt. Becke has been entering various audit journal adjustments. Continuing, Becker mentioned the capital asset record keeping improvement change and that staff will receive schedules from Sikich allowing staff to do this process more successfully. Reporting of other nominal items regarding record keeping, staff has done a better job with tracking purchasing; and, disposals of surplus items through annual ordinance approvals. There have been challenges with the new recreation software and retrieving the programs revenue numbers including affiliates revenue numbers; staff developed a report to assist with reconciliation. Some of the other items highlighted included rental deposit procedure changes; bank statement reconciliation to review and sign off; payroll procedure documented; developing processes for inventory record keeping; and reducing the number of warrants and number of accounts that the District is using. New accounts payable checks will be arriving soon which will be more efficient; recommendation for the Executive Director's business expenses to have approval by a Park Board Commissioner. Other items mentioned included taxable benefit; petty cash monitoring; and the process involved with unclaimed property, which is unclaimed checks. Becker anticipates far less to be discussed next year. President Cozza thanked Becker for the better understanding the audit management letter and the items highlighted.

Departmental Reports

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted that AEK, which is the current finance software system, has officially completed the process of closing 2015, not without a few concerns. The search for the District's new finance software is coming along; a survey was distributed and staff provided great feedback regarding the scope and needs of the proposed new software. The plan for the new finance software system is ongoing; late spring is projected for the start of the implementation. In response to questions, Becker said that the conversion process will take about seven to eight months to fully complete; staff is planning to have the 2017 budget on the new system in July of 2016; and plans to implement payroll on the new system at the start of 2017. Other report items mentioned included solutions for the internet storage issues; challenges with the computer server room's temperature control; highlights of the Volunteer of the Year event which went well; and, recap of January registration numbers as noted on the report.

President Cozza noted there were no other Departmental Reports. The Board thanked Becker for the Finance Department Report.

New Business

The Board reviewed a previously distributed board summary pertaining to Award of Bid for the 2016 Staff, Event and Program Shirt Order. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners award the lowest responsible bidder, Roselynn Fashions of Elgin, IL; and direct staff to issue a purchase order in the amount of \$39,848.87 for 2016 staff, event and program shirt bid. To clarify direction with this bid process, Director Clark mentioned that staff received poor references from similar and comparable park districts that had issues with one of the vendors; therefore, staff had rationale to disqualify one of the bidders. Also, within the terms of the contract, there is opportunity to review the contract and renew yearly over the three subsequent years: three one-year extensions. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Award of Bid for the Palatine Youth Baseball Softball 2016 Equipment. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the PYB/S 2016 Equipment bid to Santo Sport Store, Chicago Ridge, Illinois, the lowest responsible bidder; and authorize staff to issue a purchase order not to exceed \$18,502 for the equipment pricing provided by Santo Sport Store in the attached bid results. Commissioner Rogers inquired about the need to bid since the threshold is currently \$20,000 for Board approval of purchasing; Supt. Williams said that due to the nature of the bid specifications staff needs to follow the bidding protocol. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary and work plan pertaining to formal Adoption of the 2016 District Work Plan. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners adopt the 2016 Agency Work Plan as presented. Director Clark mentioned that from Board direction at last meeting, staff has placed the adoption of the Agency 2016 Work Plan on tonight's agenda for discussion and pending Park Board adoption. Clark highlighted that the work plan should appear familiar; many of the District's goals have been identified in the Comprehensive Strategic Master Plan. The purpose of the District Work Plan is to be used as a tool for focusing and setting direction while accomplishing the core elements identified through the community needs and assessment exercise and the Comprehensive Strategic Master Plan. Commissioners' comments included that the overview of the District Work Plan is very engaging; very organized with the cross coordination in place with various staff involvement. Clark said that staff will present updates every trimester and then there will be the year-end reporting. Clark added that the plan will keep us on track and he appreciates the feedback. The motion was unanimously approved by a voice vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Ordinance #16-03; an Ordinance providing for the issue of \$740,500 Taxable General Obligation Limited Tax Park Bonds, Series 2016, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the Park District's Corporate Fund. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Ordinance #16-03, an Ordinance providing for the issue of \$740,500 Taxable General Obligation Limited Tax Park Bonds, Series 2016, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the Park District's Corporate Fund. The motion was unanimously approved by a voice vote as follows:

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

Motion carried.

President Cozza 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 highlighted many items including the upcoming Legislative Breakfast at Schaumburg Golf Club on Saturday, February 27 at 8:00 a.m., if schedules permit please let us know if you can attend. Continuing, Clark said that the District is initiating a series of staff workshops to review the personnel policy; a Board alert memo regarding IMRF pension fund situation was sent to the Park Board, further discussion in closed session; and, regarding the update with District 15's proposal, there is a meeting set for February 17 to discuss intent and set feasibility. Once this process has been thought through and the process identified, the committee will continue to discuss and plan along with Park Board liaisons, Commissioners Gould and Ruff. In response to Commissioner Rogers' question regarding the IMRF pension fund, Clark mentioned that there was a short fall with the investment portal performed, Director Clark summarized that IMRF had set statutory levels of what they need to contribute and the investment portfolio fell short; in order to make up the difference they may draw down the account reserves proportionately of each member agency. The District could see some long term affects and we need to stay on top of the development.

COMMISSIONERS' COMMENTS

Commissioner Ruff inquired about the Community Center project and the finishing touches; Asst. Supt. Ludolph added that staff is redoing the gym desk attendant's area in the front lobby area; the new bump out will be very user friendly with easy access for walk up registrations, etc. Regarding the Volunteer of the Year event, Commissioner Ruff said that staff did a great job. Lastly, this weekend he had the opportunity to visit the two newly renovated parks, Ashwood and Cherrywood; Commissioner Ruff said that both parks look great.

Commissioner Sawyer said that Tracey Crawford did a great job presenting her Volunteer of the Year speech at the luncheon.

Commissioner Gould complimented the volunteer event and Tracey Crawford too; adding that she received a very nice email from Joe Kraus; volunteer of the year.

Commissioner Rogers said that the State Conference was good; the delegate luncheon was interesting, Peter Murphy talked about more transparency including the pension reform concerns; Clark said that they are addressing this issue.

President Cozza enjoyed the conference as well; he was delighted that the Park District was awarded in the agency showcase for best in marketing and communications; and he congratulated Joan Scovic on her work with the Chamber too; President Cozza added that it is amazing to see what work is being done. Continuing, he said that the Volunteer of the Year banquet was great; he said that Joe Kraus's email symbolizes the end of a great year; also, the slide show was great.

Regarding future agenda items, no items were presented.

EXECUTIVE SESSION

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

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

NAY: None

ABSENT: None

Motion passed at 7:56 p.m.

RETURN TO OPEN SESSION

Commissioner Ruff moved to come out of closed session and return 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: Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion passed at 8:25 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

As regards to items of property, President Cozza said that the Board met in executive session for the purpose of discussion and no further action is necessary at the time.

ADJOURNMENT

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

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

NAY: None

ABSENT: None

Motion passed at 8:25 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

ATTEST:

APPROVED:

/s/ Trish Feid
Secretary

/s/ John Cozza
President

Next scheduled Park Board meetings:

February 23, 2016
March 8, 2016
March 22, 2016