



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 February 27, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer

John Cozza
Terry Ruff

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

Donelda Danz, Asst. Supt. of Recreation
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Stables Trainer and Barn Manager Bruns
Stables Asst. Trainer and Asst. Barn Manager Walus
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Tracey Crawford, NWSRA

Joe Petricca, PHGA Liaison

Public Hearing

President Sawyer opened the Public Hearing for the 2018 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 #18-04, 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, 2018 and ending December 31, 2018. Notice of Availability of Proposed Annual Budget for 2018 was published in the Daily Herald on Thursday, January 25, 2018. The notification of the public hearing was published on Wednesday, February 14, 2018. 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 Sawyer 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 Cozza seconded that the Board of Park Commissioners close the public hearing regarding the 2018 Budget and Appropriations Ordinance #18-04. The motion was approved by a roll call vote and President Sawyer closed the public hearing regarding the 2018 Budget & Appropriations Ordinance. The result follows:

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

NAY: None

ABSENT: None

Motion carried.

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 27, 2018 was approved.

AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
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 February 13, 2018; Approval of Adoption of Surplus Property Ordinance #18-05; and Warrant #4 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No comments at this time.

Recognition

President Sawyer acknowledged Fred Keller regarding his retirement from the Park District. On behalf of the Park Board, residents and employees, President Sawyer awarded Resolution #18-01 giving public recognition to Fred’s contributions to the Palatine Park District. Continuing, President Sawyer said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution will be presented to Fred as a tribute from the community. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #18-01 for recognition and appreciation of Fred Keller. President Sawyer requested a voice vote; the Resolution was unanimously accepted. The Board and staff acknowledged Fred Keller’s years of service and wished him well in his retirement.

President Sawyer acknowledged Illinois Association of Park Districts (IAPD) regarding the 90th Anniversary of the state organization. On behalf of the Park Board, residents and employees, President Sawyer read Resolution #18-02 giving public recognition to the accomplishments of Illinois Association of Park Districts. President Sawyer said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution will be sent to IAPD as a tribute from the community. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #18-02. President Sawyer requested a voice vote; the Resolution was unanimously accepted. Regarding the accomplishments of IAPD over the past 90 years, Commissioner Rogers said that she is pleased that Palatine Park District is acknowledging the Association’s success and efforts with supporting park districts in Illinois.

Presentation

Director Clark welcomed Northwest Special Recreation Association (NWSRA) Executive Director to the meeting; Director Crawford greeted the Park Board and staff as she distributed report documents of programming statistics including year-ending review. Before reviewing the reports, NWSRA Executive

Director Crawford invited the Park Board to visit one of the 'Snoezelen Sensory' rooms. The sensory room is a controlled multi-sensory environment supporting a safe place for participants to develop life skills; Directors Crawford and Clark stated that the rooms are incredible. Crawford was excited to share the news that plans for a third Snoezelen Sensory room location is confirmed; Mt. Prospect Park District will be the home for Pursuit 3 accommodating recreational programming space along with the sensory room which will open in the fall of 2018. Continuing with the presentation, Crawford highlighted many topics within the 2017 year-ending report and added that it was another exciting year of what we have done together. Crawford also commented on NWSRA's direction with setting goals for 2018; and, their involvement with legislation and advocacy on behalf of all Special Recreation Agencies for serving people with disabilities and awareness of NWSRA's services and programs. Other items were mentioned regarding financial stability and planning; long range projects; stressed the importance to uphold the best practices and standards by having NWSRA staff members constantly strive to improve their skill sets through trainings, earning certifications and other educational resources. Crawford also highlighted the ongoing and successful collaboration with Clearbrook for adult programming; and, NWSRA growth with social media awareness. Director Crawford mentioned that she was pleased to report that Executive Director Clark is now a member of the Special Leisure Services Foundation Board. In response to Commissioner Rogers' question, Crawford said that through Clearbrook, NWSRA can expand adult programming within this collaboration. The funds for adult programs come from the state program, which follows the individuals. Therefore, pairing with Clearbrook, as they are the administrator for receiving such monies, supports the collaboration and welfare of adult programs. Director Crawford said that Special Recreation Agencies are not allowed to receive those state funds; also state funds can go straight to families. The Park Board thanked Director Crawford for the presentation and Director Crawford recognized the Park Board for the continued support of NWSRA.

Departmental Reports

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk highlighted that staff has included ADA compliance assessment reports for Park Board review. 2 reports were distributed: Accomplished ADA Compliance Projects Report and Open ADA Compliance Requests/Projects Report. Referring to the additional reports, Tynczuk said that staff has updated the current ADA transition plan, which was completed in 2010; documenting 281 necessary physical improvements which were identified in the assessment and have been addressed to date. Another 145 service requests remain to be completed and have been scheduled within upcoming years. Regarding the open ADA requests, Tynczuk added that 3 significant ADA projects are on the calendar for this year, which is matched with the District's replacement schedule of asphalt projects including the path to the shelter and the path to the Veteran Memorial at Community Park; and, the path to the playground at Juniper Park. Continuing with the monthly report, Tynczuk mentioned that staff has officially stopped creating ice for the ice rinks. Regarding the float for the 4th of July parade, Parks' staff has widened the platform base and added a cover which will nicely accommodate the Commissioners, staff and Park District mascot, Sammy.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the IComplete fundraisers scheduled on March 12 and March 20; flyers were circulated for the 'Dine and Share' events at Culvers. Nagle reported that the District purchased 2 inflatable apparatuses, the obstacle course which will be used at Falcon Park Recreation Center and the bouncy house at Birchwood Recreation Center; both can be used for in-house party rentals and various programming. The inflatable units are not available for use outside District facilities. Nagle complimented the score of 100% regarding customer service at the golf course; also, the golf course was open on the last 2 days and will be open tomorrow as well. Clark said that the golf course had over 40 rounds today; Nagle added that staff sold handfuls of memberships for the practice area; and, staff received a thank you for being open. The Park District is looking forward to Palatine Hills Golf Course's 50th anniversary festivity with many events planned; Nagle handed out commemorative golf balls as one of the celebratory tokens. Another new program at Community Center is the drop-in volleyball open house, as a customer friendly gesture for patrons. In response to Commissioner Rogers'

question, staff used an outside source for the required water testing at the preschools.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted the Treasurer Report and explained the preliminary financial information; and, mentioned IMET annual meeting on March 20, 2018. Concerning registration numbers as of January 31, 2018, which was noted on the report, Becker said that this is not the final number for winter programming; updates forthcoming. Regarding personnel highlights, Falcon Park's pioneer and long standing part-time employee, Mike Kelley, is retiring; staff held a retirement gathering for Mike this morning. Staff wished Mike well and he will be missed. Good news for Falcon Park's Asst. Customer Service Manager Bialek, at today's revealing party for Bialek and his wife Kim, staff heard in the special announcement that they will be the parents of both a boy and a girl; staff is looking forward to meeting the twins.

The Board reviewed the previously distributed Palatine Stables Annual Report. Supt. Nagle introduced Stables Trainer/Barn Manager Bruns and Asst. Trainer/Asst. Barn Manager Walus. Manager Bruns highlighted items from the annual report including special achievements for 3 of the horse shows, which were hosted at Palatine Stables, being recognized by the Northern Illinois Hunter Jumper Association and the Illinois Short Circuit Association; acknowledgment of Show Team successes, various students receiving awards, and another award for the "Horse of the Year" received on behalf of one of the boarders' horse from Palatine Stables. Bruns thanked Digital Marketing Coordinator Noens on creating and launching the new Stables website; Noens did a great job. Other topics highlighted include success from applying for a grant with the Illinois Equine Industry Research and Promotion Board for an upcoming project; another grant assisting the outdoor arena project; and, installation of new LED lighting fixtures in the upper barn and indoor arena. Commissioner Gould complimented the camp overnight which was a new program for the Stables; Bruns said the outing was a lot of fun with 19 families. In response to Commissioner Gould's question regarding recruitment of additional boarders, Bruns noted that lessons are increasing across the industry and the trend is slowly picking up; however, there are more stalls available than horses in the area. Commissioner Gould mentioned a program she heard about using 'sale' horses for teaching lessons; Bruns said that if a parent expresses interest in purchasing a horse then staff will search and match accordingly. Nagle commented on the ongoing improvements at Palatine Stables to have a better facility providing an attractive appearance with more amenities to attract folks and establish partnerships. Nagle added that great things are happening at the Stables and complimented Stables staff members.

President Sawyer noted there were no other Departmental Reports; the Park Board thanked staff for all of the Department Reports and the Annual Report.

New Business

The Board reviewed a previously distributed board summary pertaining to the Adoption of Budget and Appropriation Ordinance #18-04. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt Ordinance #18-04 authorizing the fiscal 2018 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-two million, three hundred thousand, three hundred seventy-eight (\$32,300,378) dollars and thirty-five million, five hundred thirty thousand, four hundred and sixteen (\$35,530,516) dollars respectively. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary regarding the review and approval of Administrative Manual Policy Section 2.11.0 - 2.11.11. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Section 2.11.0 through 2.11.11 of the Administrative Policy and Procedure Manual as presented. Commissioner Cozza complimented the process of developing the policies and management efforts of maintaining the policy changes. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary regarding the review and approval of Administrative Manual Policy Section 2.13.0 - 2.13.21. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.13.0 through 2.13.21 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary for the approval of golf course equipment purchase. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve, Reinders Inc. of Franklin Park, Illinois, the lowest responsible bidder through the National IPA bid, for an amount not to exceed \$19,882.84 for the purchase of (1) Toro Sand Pro 5040 Bunker rake. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark said that you did not miss much at the Legislative Breakfast which he attended with President Sawyer. Regarding the passing of Park Foundation forefather Jack O'Connor, Clark said that this is very sad news and Jack will be missed. Regarding the affiliate project, Clark is excited about working with the affiliate parent groups to present and get feedback on the development. The employee self-service (ESS) portal is underway, the Finance Department along with IT Manager has done an excellent job with set-up to access employee various payroll information including payroll history; payroll change forms such as W-2 forms and Volunteer Additional Contributions form; and possibly pertinent personal policies for referencing payroll circumstances. Finance staff will continue testing the portal before implementation. This payroll component ties into the Incode financial software system and the ESS portal can be retrieved anywhere via internet connection access.

Commissioners' Comments

Commissioner Cozza thanked staff for the commemorative golf ball honoring the 50th anniversary of PHGC.

Commissioner Rogers informed the Park Board that they missed an excellent NWSRA/SLSF fashion show event and complimented the opening number for the fashion show, which was one of the participants singing a song he wrote.

Regarding the Legislative Breakfast and the speaker, President Sawyer agreed with Director Clark that there is nothing pressing or happening with movement in Springfield until the election cycle.

Regarding future agenda items, President Sawyer reported that no items for future Board discussion were mentioned.

EXECUTIVE SESSION

President Sawyer requested a motion to close the public portion of the meeting and convene in executive session for Section 2(c)(1) of the Opening Meetings Act for the discussion of employment matters pertaining to specific employee of the District. Commissioner Rogers moved and Commissioner Gould seconded the motion, which was unanimously approved by a voice vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:21 p.m.

RETURN TO OPEN SESSION

The Board reconvened in open session at 9:03 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

President Sawyer said that the Board met in executive session regarding personnel. There is no action at this time.

Adjournment

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

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

NAY: None

ABSENT: None

Motion passed at 9:03 p.m.

Respectfully submitted,

Trish Feid

Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

March 13, 2018
March 27, 2018
April 10, 2018