



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, March 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

Jim Holder, Asst. Supt. of Parks & Planning

Jessie Hankner, Payroll Specialist

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Ruff moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of March 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 Ruff 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 March 13, 2018; and Warrant #6 – 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.

Departmental Reports

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted that the playground bids for Dove and Hawthorne Parks will go out tomorrow. Regarding Hamilton's Master Plan, staff is making arrangements for April 17, 2018 community meeting/open house from 5:00 p.m. to 8:00 p.m. in the Community Center's Multipurpose Room. Discussion ensued regarding the community meeting; Director Clark suggested posting the community

meeting as a special Park Board meeting so that the Park Board can attend with the public. Commissioner Rogers said that the Park Board needs to listen and observe residents' feedback. Commissioner Gould would like to attend, and said that it will be good to hear residents' feedback. As an elected official, Commissioner Cozza said that the residents may want to see us at the community meeting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the installation of the skylight fans at Falcon Park Recreation Center; the second half of the fan installation project should be completed next week. In response to President Sawyer, Nagle said that this should resolve the sky lights issues of condensation. Other report items include various grants awarded to the ICompete program; and, this weekend is the first Stables horse show.

The Board reviewed the previously distributed Finance Department Report and Treasurer Report. Supt. Becker highlighted the Treasurer Report and explained the preliminary display of financial information. Continuing, Becker mentioned a few other report items including the upcoming IMET meeting on March 20, 2018; and, the April 10<sup>th</sup> Park Board item for approval to adopt the MB Financial resolution regarding the District's purchasing-cards. Becker added that the Palatine Park District will be part of consortium with Vernon Hills and Downers Grove Park Districts providing better rebates for the District on purchasing card transitions.

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

#### New Business

The Board reviewed a previously distributed board summary for the approval of 2018 Fleet Vehicle Replacement Bid. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve, Ray Chevrolet, Fox Lake, IL in the amount not to exceed \$28,775 for the purchase of one fleet vehicle. Staff responded to Commissioner Sawyer's question regarding the additional features for the vehicle, Asst. Supt. Holder said that staff plans to add attachments aftermarket. 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 Benefit and Fee Waiver Policy Analysis for potential revisions. This item is for discussion only, Director Clark said that staff is not looking for approval tonight. This is a draft outline of changes based on past directive of some Park Commissioners to review current data; along with this initiative being one of Director Clark's goals for the District. From this direction, Clark completed an analysis of the District's policy for complimentary programs, memberships and other facility uses by staff, commissioners and various other eligible beneficiaries, such as past commissioners and staff. A complete comparison report was conducted with other park districts regarding what types and levels of benefits in similar areas that our policy covers; the grid summary of these results was part of the material previously distributed. In addition, a summary memo was included in the materials to provide general background information and next steps in the process of completing this goal and project. Regarding where there are significant differences in our policy to those within the comparison report of the other 14 Park Districts, and potential options towards revision recommendations to consider is outlined in the findings report. Director Clark said that staff is looking for general consensus on what, if anything should be changed for updating and revising the policy, which will bring this benefit

driven practice up to date and within industry standards. Commissioner Rogers asked about consulting legal, Clark agreed that legal process is one of his steps and the District's audit management letter supports feedback for some of the proposed changes. Clark said that this is a sensitive subject. In response to Commissioner Rogers' question regarding the 20 guest passes distributed to commissioners annually, Clark said that staff will continue this practice; although, complimentary rounds within the policy will be clarified. Clark said that many districts use the same rationale as we do; it is useful for receiving public feedback and this is a balance as well as a grey area when it is unlimited. In reply to Commissioner Rogers, Clark agreed that retirees and commissioners no longer have a function under the rationale and therefore, benefits will not apply. In regard to extending benefits to employee's household, Commissioner Rogers said it should not be for everyone who lives in the household; there was brief discussion concerning the question to expand beyond the employee to receive benefits. Regarding some of the potential revisions, Commissioner Cozza said that the elimination of benefits will lead to less usage with less feedback of programs, etc. Commissioner Cozza added that staff needs to provide awareness of policy revisions with an adjustment period before it is enforced. There was consensus of the importance of staff benefits for promoting health and providing program feedback.

The Board reviewed a previously distributed board summary regarding the review and approval of Concussion Response Protocol Section 4.24.0 – 4.24.07. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Section 4.24.0 through 4.24.07 of the Safety Policy and Procedures Manual as presented. Commissioner Cozza said that the policy looks good; Clark added that he likes the partnership with the Park District and Amita Health, providing a resource for staff, coaches and parents. Commissioner Gould asked if the protocol and identifying concussion symptoms material can be posted for onsite awareness at all facilities; staff will look into facility posting. Supt. Williams added that all coaches received the material along with a cheat sheet in their yearly packets and concussion information is included on bag tags for easy access. Staff is in the process of distribution of the bag tags. 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 proposed screening and hiring of the new position of Assistant Superintendent of District Services and Projects. Director Clark said that this is for informational purposes and is seeking consensus of the Park Board to start the job posting and recruitment process. This move within the District's Succession and Re-organizational Plan was part of a future vision (Version 2.0); it is not within the existing strategy of the current 4 year plan. Although, this proposed change in the organizational chart has moved along sooner with Human Resources Coordinator Riskin's upcoming retirement, the main focus is to elevate the current role to a Human Resources Director level with the title of Assistant Superintendent of District Services and Projects. President Sawyer inquired on whom is going to fill in during the gap with Human Resources needs, Director Clark and Supt. C. Tynczuk both motioned that they will be covering until the new Assistant Superintendent is hired. Commissioner Cozza inquired if the District is at plus one with full-time staff; Clark confirmed that it is net 0. Commissioner Rogers added that this is a good direction with elevating the position to superintendent level and reiterated that this change makes sense with not continuing the Human Resources position at a manager or coordinator level. Commissioner Cozza inquired on how much of the position is Human Resources, Director Clark and Supt. C. Tynczuk responded that 70-75% of the job is towards Human Resources and the other time with leading staff as a direct report for IT, Volunteer Coordinator and Risk Manager. Commissioner Cozza provided input on his thoughts regarding the job title and has concerns of the lack of Human

Resources awareness of the position and inquired if Human Resources should be included in the job posting title; staff said that the information is part of the job posting. Clark said that staff can include Human Resources, in parentheses, within the title.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the Motorola development, Director Clark said he has been in touch with Schaumburg Park District and a meeting is scheduled next week with the Executive Director. Regarding the letter to Pulte Homes, Clark will follow up with Brian Townsend, Schaumburg Village Manager. Director Clark complimented staff on the renderings of Dove and Hawthorne Playgrounds, which were included in the Board packet. Staff is busy with preparation of various job postings. Director Clark said that the Statement of Economics Interest filing's deadline is May 1, 2018 and another reminder to complete the Open Meetings Act training via the State Attorney General's website; Clark said that according to state statute, Park Commissioners need to complete the online training once during each current term.

Commissioners' Comments

Commissioner Cozza thanked Supt. Williams and Director Clark for joining him at Schaumburg Village's zoning meeting and commented that along with one other person, we were the only ones there regarding this significant project development. Commissioner Cozza gave highlights regarding the second zoning meeting that he attended on a subsequent date. At that meeting he asked the zoning committee about the 8-10% additional population which will be added to the Palatine Park District and the impact of not creating any green space/parks within this significant development; and, commented that it would be good to have a set-aside ordinance to secure green space, the site developer did not realize that Schaumburg did not establish an ordinance regarding set-aside parcel for parks. Commissioner Cozza plans to attend Schaumburg Village Board meeting, since he feels it is important to the Palatine Park District. In response to Commissioner Cozza's concern about losing key park employees with several upcoming retirements and thoughts about their replacements having adequate training in those specialty areas, Asst. Supt. Holder said that staff has started and will continue to mentor current park staff or new staff in preparation of the veteran retirees' departures; and, staff also mentioned that some areas of maintenance can be contracted out. Commissioner Cozza complimented the knowledge of the upcoming retirees' regarding Park District's specific needs; Holder agreed that their history of experience at the District is significant.

President Sawyer said that the renovation of Harper College Building M looks good from street view. Director Clark inquired about a tour of Harper. Commissioner Gould suggested visiting Hamilton too.

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

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Rogers 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 8:03 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid  
Secretary

/s/ Nicholas Sawyer  
President

**Next scheduled Park Board meetings:**

April 10, 2018  
April 17, 2018 - Special Community Meeting 5-8pm  
April 24, 2018  
May 8, 2018 - Harper Tour at 5pm prior to meeting  
May 22, 2018  
June 12, 2018  
June 26, 2018