



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 Building in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, July 25, 2017 at 7:00 p.m.

President Sawyer: Meeting to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

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  
Brad Helms, Golf Course Superintendent

Donelda Danz, Asst. Supt. of Recreation  
Tine Becke, Asst. Supt. of Finance  
Jim Holder, Asst. Supt. of Parks & Planning  
Joshua Ludolph, Asst. Supt. of Facilities  
Dan Hotchkin, Head Golf Professional  
Karen Rude, Preschool/Tots Coordinator  
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Dan Berg, Sikich LLP

Drew Fisher, Palatine Park District Summer Intern

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 July 25, 2017 was approved.

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

NAY: None

ABSENT: John Cozza

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Ruff 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 July 11, 2017; Closed Session Minutes of June 27, 2017; Approval of Surplus Property Ordinance #17-09; and, Approval of Warrant #14. The result of the roll call vote follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

Regarding the review of the Park District’s 2016 audit, President Sawyer welcomed Mr. Dan Berg of Sikich LLP to the meeting. Mr. Berg thanked the Park Board for the opportunity to present and discuss the management letter and annual audit of the District. This is the 3<sup>rd</sup> year with Sikich, Mr. Berg reported that the audit went fairly well; the District remains in a steady process with improvements over prior years which shows that the Park District is moving in the right direction. In the coming year, the District is working towards fewer difficulties associated with the implementation of the new software systems. The transitioning of RecTrac and Incode with the preceding AEK systems (recreation registration and finance programming software systems) created challenges to work through. Mr. Berg reviewed the details of the audit and mentioned that the Comprehensive Annual Financial Report (CAFR) provides more information and transparency than is required by state law, government accounting and audit standards; therefore, showing that the Park District is going above the standard. On behalf of Sikich, Mr. Berg said that they are proud to part of the Park District’s first receipt of the Certificate of Achievement for Excellence in Financial Reporting regarding the 2015 audit; and, Berg believes the District is in line for receipt this year with 2016 CAFR. The final audit processing under the current contract with Sikich is the 2017 audit. The Park Board and staff thanked Mr. Berg for presenting and explaining the audit findings.

New Business

The Park Board reviewed a previously distributed board summary for acceptance of the Annual Audit and Management Letter for the District. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners accept the Audit Report for the fiscal year ending December 31, 2016; and the Management Letter. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed the previously distributed board summary for approval of Governance Manual Policy 1.06.11 Prospective Board Candidate. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Governance Manual Policy 1.06.11 Prospective Board Candidate as presented. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Park Board reviewed a previously distributed board summary for the review and approval of Administrative Manual Policy Section 2.08. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Section 2.08 through 2.08.20 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

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

ABSENT: John Cozza

Motion carried.

The Park Board reviewed a previously distributed board summary for the approval of Safety Policy and Procedures Manual Section 4.05-4.08. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Safety Policy and Procedures Manual Sections 4.05-4.08 as presented. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

The Park Board reviewed a previously distributed board summary for the approval of Palatine Hills Golf Course improvements: phase 3 of the practice area. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Hollembeak Construction Inc. of Big Rock, Illinois, in the amount not to exceed \$126,651.80 for Phase 3 Practice Facility Construction. Golf Superintendent Helms reviewed the project's bid results, explaining that only one bid was submitted due to the fact that the other prospective contractors were committed to ongoing projects. In response to Commissioner Ruff's question regarding income projections moving forward on the project, Supt. Nagle said that at the moment numbers are difficult to predict with an incomplete practice area in use; regarding current revenue of the existing practice area usage to date is approximately \$16,000 of income. Regarding Commissioner Rogers' inquiry to have the practice area open all year round for specific use, staff replied that they are looking into options. Head Golf Professional Hotchkin added that staff is hearing a lot of positive feedback once patrons discover the practice area with plans to return. Director Clark added that staff is trying to find a niche to attract users to the golf course to increase rounds, lesson participation, tournament play, etc. During the recent Chamber event at the clubhouse, Commissioner Rogers had many visitors tell her that they did not realize Palatine had a park district golf course. Commissioner Ruff and Director Clark exchanged thoughts on the presenting of the 3 (phased-in) practice area projects; Commissioner Ruff wants to see success at the golf course; though, the approval process for the 3 projects appeared force-presented; Clark said that staff has been transparent with the golf course master planning and expressed regret for misperception. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

President Sawyer said that no other items were presented for discussion.

#### Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk is pleased to report that after 3 power outages at Birchwood Recreation Center this summer staff will be working with ComEd to schedule permanent repairs. The replacement of the old powerlines underground is

good news; and staff is grateful that Birchwood is finally on ComEd's list. The Hamilton Master Plan concept is underway with a few new modifications to be added, which were suggested from conversations at the last PALs meeting. The concept will be Board presented with neighbors. In response to Commissioner Gould, Director Clark and Tynczuk added that staff plans to have a special board meeting with the neighbors prior to one of the August board meetings; then have Board discussion during the subsequent regular board meeting after hearing public input. Clark said that he gave Supt. Tynczuk direction to start the concept plan as 'all-in' and to include all relevant amenities; then staff can scale back or phase-in the project over a period of time. Regarding Commissioner Rogers' thoughts of other grant opportunities perhaps national-wide and Commissioner Ruff's mention of Nike as a sponsor supporting a Naperville Park District facility, Clark said that staff can explore various donators, sponsors, foundation sponsored fundraisers, etc., Clark remarked that it depends on how commercial you want the project to become. Commissioner Ruff would like to explore various funding opportunities to provide accountability on behalf of the tax payers. Commissioner Ruff asked about updates on the Board's skate park inquiries, Tynczuk said that the feedback he received from the recent Superintendents' meeting he attended reflects a split vote on usage at the other park districts' skate parks. Many of the skate parks located at an undesirable/distance area had low usage. Many positive comments were received from the other park districts on the value and merit of having community skate parks. Staff is waiting on response from the police department. Asst. Supt. Holder provided an update on Eagle Pool regarding the pool's water leakage problem, staff is looking forward to obtain the correction assessment from the highly recommended professional who has had success with various testing techniques to identify and correct pool seepage issues; staff plans to have updates for the next board meeting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle commented on the fabulous horse show this past weekend at Palatine Stables; compliments to Stables Manager and Trainer Bruns and crew; also, staff received great comments on the new arena and on the new addition of the rooftop cupola (decorative venting apparatus) on the hayshed's roof. Regarding PHGC, golf course staff is doing everything they can to make the course available as soon as possible after rain events; admiration on staffs' passion to continue salvaging the grounds. The ICompete summer camp this week at Falcon Park was wonderful; a lot of positive feedback for the support of police officers serving meals, breakfast, lunch, snacks, etc. to the children.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker pointed out that the adjustment to the change of income tax at state level went smoothly with the new product regarding staffs' payroll implementation. A calendar will be coming soon as we head into the District's financial formalities of the Truth in Taxation Levy process through the annual Budget Ordinance. Becker provided brief registration highlights regarding the preschool enrollment; the report includes a snapshot of July's current preschool enrollment numbers to date.

Regarding the previously distributed written Preschool Annual Report for 2016-2017; the Park Board welcomed Preschool/Tots Coordinator Rude to the meeting. Rude thanked the Park Board for the opportunity to report on the 4 preschools: Birchwood; Eagle; Maple; and, Parkside. Rude highlighted that this is the 50<sup>th</sup> year anniversary of the District offering preschool to the community. Continuing with the report, many items were mentioned including criteria of the parents' handbook; brief details of the curriculum which follows early learning standards; various program times offered for the 3 and 4 year old students; and, enrollment statistics stating that morning sessions tend to be favorable for families. Rude was proud to report the longevity of staff within the program; and, the preschoolers create decorative accessories for many District events. Rude provided details of being Department of Children and Family Services (DCFS) licensed: the comprehensive process and protocols. Rude added that the District renews the DCFS license for the 4 preschools every 3 years, during those off years; the licensing representative makes spot appearance. Since the District has a history of being in-compliant; the visits are brief. Hearing

the process involved with licensing the 4 individual preschools, Commissioners Rogers questioned if this process is necessary. Inquiring if it promotes participants since some neighboring park district preschools are not licensed, Commissioner Rogers reiterated that the District has a good program without the formality of the licensing; the preschool program follows the standards and policies which the District has in place. Director Clark said that this is a good point to consider regarding future staff planning, with regard to DCF's changing requirements and setting higher standards for site directors. In response to Commissioner Rogers' inquiry of all-day options for preschoolers, Rude replied that it is not an option at this time; though, lunch session is an add-on selection. Rude said that more options will be offered in the winter session. The Park Board thanked Preschool/Tots Coordinator for the report.

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

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark thanked the Commissioners and staff for dropping off their laptops so that IT Manager Mangum could provide the appropriate maintenance, upgrades and service the cloud application corrections. Regarding the playground at Dove Park, Clark said that Supt. Williams is working on particulars; once legal review is accomplished it will be Board presented. Clark reviewed highlights from his recent memorandum regarding the boys' gymnastics program; the District is looking to replace the departing instructor for the group of 8 participants.

#### Commissioners' Comments

Commissioner Gould said that the Chamber of Commerce event at the Clubhouse was a well-attended event. Concerning last Friday's concert event which was canceled, Commissioner Gould brought up the need for better public/community awareness of canceled event; no notification was available on the Park District website or through the hotline. Regarding the inquiry of ComEd providing weekly usage notices to the Park District, Supt. Nagle mentioned that we receive utility usage data throughout the year; there was a brief discussion of solar collectors, impressive energy savings devices.

Commissioner Ruff also complimented the Chamber event which was a great outing. During his time playing a little golf at PHGC, Commissioner Ruff said that the golf course looks good; and, it was nice to see the new net on the practice range.

Commissioner Rogers agreed that the Chamber event was very nice. At the event, noticed the sign posted behind the bar area at the clubhouse of selling tobacco products, Commissioner Rogers shared her thoughts that the notice goes against the Park District Mission of promoting good health. Regarding the stigma, staff will inquire on sales with Open Kitchens, and then there may be further discussion with the Park Board.

President Sawyer inquired about future agenda items, no topics were presented.

#### 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, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza

Motion passed at 8:14 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Nicholas Sawyer  
President

Next scheduled Park Board meetings:

August 8, 2017  
August 22, 2017  
September 12, 2017