



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 Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday October 24, 2017 at 7:00 p.m.

Secretary Feid in cooperation with Executive Director Clark called the meeting to order at 7:00 p.m.

Commissioners Present

Susan Gould, Treasurer  
John Cozza  
Terry Ruff

Commissioners Absent

Nicholas Sawyer, President  
Jennifer Rogers, Vice President

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

Donelda Danz, Asst. Supt. of Recreation  
Tina Becke, Asst. Supt. of Finance  
Josh Ludolph, Asst. Supt. of Facilities  
Jim Holder, Asst. Supt. of Parks & Planning  
Phil Riskin, Human Resource Manager  
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests Present

Keith Halevy  
Dave Ayers

Norm Frazin

In absence of both President Sawyer and Vice President Rogers, and through a motion with votes of present Commissioners for selection of President pro-tem for the meeting, the Park Board unanimously agreed to have Treasurer Gould perform the duties as President pro-tem. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Approval of Agenda

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

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff 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 October 10, 2017; 2018 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Approval of Change Order #2 for Family Aquatic Center Pool Painting; Approval of Change Order #2 for Clubhouse Siding Rehabilitation

Project; and, Approval of Warrant #20. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Matters from the Public

President pro-tem Gould welcomed Mr. Halevy, Mr. Ayers and Mr. Frazin to the meeting to address their concerns regarding the change to open gym hours at Community Center's gymnasium to accommodate Harper College's men's and women's basketball practice times; they expressed disappointment that Harper College students received first priority. Mr. Frazin informed the Park Board that he, along with Mr. Halevy and Mr. Ayers, have been using the Community Center gym open basketball play for 28 plus years, after their work day, as well as many local kids during the weekday 4:00 p.m. open gym time frame. They do not understand why Harper College's needs would come before tax paying residents and the kids coming after school to use the open gym; which are all participants who pay user fees. Director Clark mentioned that he addressed their concerns when he was asked to return Mr. Frazin's call. Clark said that we have an Intergovernmental Agreement with Harper College; we are in a partnership and with progress there can be inconvenience. Dr. Ender, Harper College's President, and Director Clark had agreed to work with schedules while Harper College's field house is under construction to build a better facility. Clark added that in the long run, the Park District will have priority use of Harper College's field house. This is a short term inconvenience for future opportunities; consequently, allowing open more gym time at our current gym locations with repositioning other programs at Harper College's field house. Clark said that we should have communicated this better. Mr. Frazin requested a copy of the Intergovernmental Agreement (IGA); referring to Clark's conversation with Dr. Ender regarding gym space, Commissioner Cozza added that he believes the details of this recent gym arrangement would not be within the IGA. Discussion ensued; suggestions of having other towns to help with accommodating Harper College, since the college's boundaries include numerous other park districts and communities. Staff will look into the schedule and confirm any Harper College cancellation dates which will be updated on the website for posting of open gym time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that regarding the large leak situation at Eagle Pool, the pool specialist continues to test the pool areas. Asst. Supt. Holder added that there has been difficulty getting the exploring camera to move through all the bends and angles of the pool pump system. Staff will keep the Park Board updated on progress. Continuing with the department report, Tynczuk reviewed the remaining 3 asphalt projects, which needs to be completed and he explained the drainage issues with each project and how staff has addressed to repair the problems. President pro-tem Gould inquired about the installation of the 2 flashing cross signals being so close together in location; discussion ensued. Commissioner Cozza added his concern of safety that kids may not know to still use caution when crossing after activating the warning light for pedestrian crossing; traffic does not always yield to warnings. Tynczuk responded to Commissioner Ruff's questions regarding procedure on allocating budget number costs with projects, commenting that bid result numbers can be unpredictable; Supt. Becker added that staff provides backup of cost research when creating the budget. President pro-tem Gould reminded staff that we need to prioritize the needs of Hamilton from the recent master planning exercise; Tynczuk said that staff plans to present at the next Park Board Meeting the cost per project to assist with phasing in desired segments of Hamilton Park Master Planning projects. Commissioner Cozza asked about the bike path near the bridge around Cottonwood Park area; Supt.

Tynczuk said that the Park District received notice the first day of construction for the spill-way project in Rolling Meadows. Commissioner Cozza noted the project has slowed down in production for several weeks; also mentioned concerns with the amount of rocks that the kids have thrown into the creek/pond area which needs to be back in place. Tynczuk added that the spill-way project should be completed in November.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle informed the Park Board that September was a great month for golf course participation due to fabulous weather along with the incentive of discount pricing. Staff plans to review this process and learn from numbers to find the motivator; also, staff was excited to see an increase with non-resident golfers. Unfortunately, the October Fall Festival was canceled due to weather which was a disappointment; there was great staff support throughout the entire process, it was difficult to cancel; however, inevitable. Staff will consider other options for future backup arrangements in groundwork for next year's fall event planning. Nagle gave highlights of the overnight event at Meadowlark Park; stables staff accommodated 70 people with various camp activities, treats, movies, etc. This first sleepover for families received many compliments. Coming up this Friday is the Trunk or Treat event at Falcon Park's parking lot with 30 cars pre-registered to distribute candy and goodies to the kids. Nagle thanked the Park Board for the opportunity of attending NRPA conference; staff enjoyed the great sessions.

The Board reviewed the previously distributed Finance Department Report. Regarding the report, Supt. Becker wanted to first highlight and congratulate Finance staff Jessie Feid on her wedding. Continuing with the report, Becker mentioned the follow-up from Director Clark's last EDR regarding Property Replacement Tax Pay Back Repeal; the State of Illinois has decided not to pursue further collection action and there is conversation that the replacement tax may be eliminated; expectations that providing a corporate tax to draw more business in Illinois. Becker also gave thanks to the Park Board for allowing him along with Asst. Supt. Becke to attend the financial conference in Peoria. In respect to current budget planning for 2018, the Leadership Team is working hard with their department staff while also learning the new product within the process. The Customer Service Committee hosted 7 focus group meetings in collaboration of the Customer Service Delivery Program; also, the committee executed the first internal staff appreciation week, followed by the regular customer appreciation week; both were successful with showing gratitude and thankfulness. Commissioner Cozza asked about the data concerning the Schaumburg TIF; Becker received all the requested PINs and EAVs from the recent assessment. Becker noted fewer PINs and also that the property values are down with the removal of the building, which now hosts a vacant Motorola parking lot. Commissioner Cozza reiterated his concerns; staff will continue to research and prepare for possible negotiations.

President pro-tem Gould noted there were no other Departmental Reports. The Park Board thanked staff for their Departmental Reports.

#### Presentation

Supt. Becker previously distributed the power point in preparation of his presentation on the District's Budget and Capital planning process. Becker briefly reviewed past practice and how the District has transitioned into a more comprehensive procedure. Becker mentioned and highlighted many of the processes involved starting with the Goals and Objectives of the Districts; projects capital request forms and approval processes; details of the 4 tiers within the Capital Plan; updated project bid forms including assigned project numbers for tracking and for project accounting purposes; accountability with grant developments; outside general ledger; over-runs and short-falls with capital reallocation request forms including backup of funds to support additional allocation numbers; tight control on capital expenditures; multi-year planning; development of funding strategy; 2018 starts the 3 year capital planning and will build upon; etc. Becker included that the process of the budget and capital planning is summarized in the

Administrative Financial Operation Section 2.11.12 which will be presented to the Park Board for review and approval at an upcoming meeting. President pro-tem Gould and the other Park Commissioners thanked Supt. Becker for his presentation; there was a lot of details and information established.

New Business

The Board reviewed a previously distributed board summary for the Approval of 2018 Employee Health Insurance Renewal. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve changing the third party administrator (TPA) of Flexible Spending Accounts from Ameriflex to Discovery Benefits; and, maintain employee medical and dental contributions at the current percentage. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Resolution #17-08 for the Truth in Taxation Resolution; the Projected Tax Levy. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #17-08, a Resolution providing an estimate for the 2017 property tax levy. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for Falcon Park Recreation Center Gymnasium Fans. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners award the Falcon Park Recreation Center Gymnasium Fans bid, to the most responsible bidder, Pinnacle Services Inc. from Itasca, Illinois to purchase and install de-stratification fans at Falcon Recreation Center, in the amount of \$51,200. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Review and Approval of Safety Policy and Procedures Manual Section 4.16-4.19. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Sections 4.16 – 4.19 of the Safety Manual. The motion was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted and gave thanks to Supt. Williams on placing the park district with best position during the D15 strike; also, some of the Park District staff assisted where it was needed throughout the strike. Regarding the HVAC screening shields for Community Center rooftop, Director Clark thanked Commissioner Cozza for inquiring on the need, with Park Board direction staff followed-up and received confirmation to not proceed. The all full-time staff meeting launched the compensation study report findings, which is now posted on the District's Intranet; and implementation as of January 1, 2018. Regarding the new affiliate and focus group proposed structure and agreement, Director Clark updated the Park Board on the meeting that he and Supt. Williams attended with District Attorney Paine; Paine is working on the boiler plate; operations and unique language on scope and history of each group, which once vetted out, the draft will be present to the Park Board then the groups. The plan is to receive feedback from everyone. Commissioner Cozza would like to view the plan, which is projected to be ready for review before year-end. Harper College Community Meeting Committee Board presented their master plan; it was clear that Harper College is getting prepare for a potential referendum. Clark reminded the Board of tomorrow's Park Foundation fundraising event at the clubhouse; and Clark provided some details of donations received from District's vendors. Lastly, Clark said that the District's bus looks great with park district decals, etc.

#### Commissioners' Comments

Commissioner Cozza asked about the disc golf tournament over the raining and windy weekend; staff said that it continued throughout the miserable weather; Supt. Williams gave compliments to the high school volunteers who remained to help during the event. Commissioner Cozza reiterated the many meetings involved with the insurance committee to develop the staff health care program. Phil Riskin, Human Resource Manager, and the entire committee did a great job; continuing, Commissioner Cozza added comments that the insurance benefit is a big part of pay package; Commissioner Cozza would like to see this new program work.

President pro-tem Gould reminded the Park Board and staff of the Realtors Against Homelessness' annual fundraiser event, which will take place at Chandlers in Schaumburg on Thursday, November 16, 2017 from 5:00 p.m. to 9:00 p.m.; tickets are available online. There will be a performance by the popular band 7<sup>th</sup> Heaven. Referring to an incident which happened in another area, regarding a young boy who fell through the grate of a culvert, Commissioner Gould wanted to bring this to staffs' attention in case we have any culverts that could be of concern. Commissioner Gould added that fortunately the young boy was not harmed and executed himself safety through the unexpected dangerous course.

Regarding future agenda items, President pro-tem Gould 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 Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried 8:30 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

/s/ Trish Feid  
Secretary

Next scheduled Park Board meetings:

Approved:

/s/ Susan Gould  
President pro-tem

November 28, 2017  
December 12, 2017  
January 9, 2018