



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 November 22, 2016 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

John Cozza

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Cheryl Tynczuk, Supt. of District Services & Projects
Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance
Joshua Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Joanne Wojcik, Palatine Youth Baseball/Softball
Audrey Doty, Jaycees' Hometown Fest

Stephen Poduska, Jaycees' Hometown Fest
Peter Chen, Jaycees' Hometown Fest

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. With consensus of the Park Board, the agenda for the regular meeting of November 22, 2016 was approved. The result of the voice vote follows:

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

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 Sawyer seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of October 25, 2016; Ratification of 2016 Community Center Office Roof Rehabilitation Change Order #1; Ratification of Warrant #21; and Approval of Warrant #22. The result of the roll call vote follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

Matters from the Public

The Park Board welcomed Palatine Youth Baseball/Softball (PYB/S) Board Member Mrs. Joanne Wojcik to

the meeting. Mrs. Wojcik highlighted the previously distributed 2016 Annual Baseball/Softball Report. As an affiliate of the District, the PYB/S report included data on 13 different baseball and softball programs offered to children from pre-school through 6th grade; 2016 registration numbers; many volunteers including 42 board members and 275 managers and coaches. The entire volunteer group operates every aspect of the program with the philosophy "this is for the kids". The program also provides baseball and softball travel teams for specific age groups. Other 2016 highlights mentioned include the successful player academy; free skill nights for softball players at no cost during the months of January and February; Fall Ball; memorable Baseball/Softball Day which is the largest event for participants; Parent's Night Out, Family Night; and, being part of Palatine's 4th of July parade event. The 2017 Board Goals include maximizing field usage; continue to work closely with the Park District Staff in providing the best fields and programs available for the children; partnering discussion with PBA; continue the development, training and evaluations of the program's umpire, managers and coaches. The Park Board and staff thanked Mrs. Wojcik for attending the meeting and presenting the annual report.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighting that she attended a workshop with IT Manager regarding new Microsoft system, Office 365. Risk Manager is working on the safety manual; and the Volunteer Coordinator is doing a fantastic job securing volunteers for Turkey Trot event.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted that Marketing Coordinator Noens worked with the management team to enter a proposal and was presented with a second place award for IAPD Arts in the Parks for their commitment to the arts within the communities. Continuing, Williams said that P.A.F.A. will present their annual football report in January. Regarding switching out some equipment pieces in the Fitness Center, Williams said that the new apparatus has been well received.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk updated the Park Board on the Community Center roof project; the rehabilitation project is completed and looks like a thorough job. The concrete project is underway with many areas finished; the concrete company is committing a lot of resources to get the entire job done within the suitable weather.

The Board reviewed the previously distributed Facilities Department Report; Asst. Supt. Ludolph provided highlights regarding the project at the Stables arena, which is finishing up with the first phase; the second part will begin in the spring. The draft copy of the space needs assessment will be distributed shortly, staff is in the process of reviewing and making suggestion for change and correction. Ludolph said that staff is in the process of hiring the Facility Coordinator. Regarding President Ruff's inquiry, staff will look into the office space by the fitness center's stretching area.

The Board reviewed the previously distributed Finance Department Report; Asst. Supt. Becke said that staff is doing a great job with implementing the various detailed prep work for the transition of the new finance software system; the process is moving along quickly. The 2017 budget is in the proofing stage; staff plans to have the document ready for December Park Board meeting.

President Ruff 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 Jaycees 2017 Hometown Fest Celebration Request. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board

of Park Commissioners authorize approval of the Jaycees use of Community Park, Thursday June 29 thru Wednesday July 5 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. Supt. Tynczuk introduced and welcomed Jaycees representatives to the meeting; the group presented the highlights for the 60th year of the Jaycees Hometown Fest Celebration event for the community. The Park Board thanked Audrey Doty, Stephen Poduska and Peter Chen on behalf of the Jaycees' Hometown Fest planning committee. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Tax Levy Ordinance #16-09. Commissioner Rogers and Commissioner Gould seconded that the Board of Park Commissioners adopt Ordinance #16-09 assessing and levying taxes for 2016 in the amount of \$12,703,680 (Twelve million, seven hundred three thousand, six hundred eighty dollars). The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Resolution #16-14; Allocation of Tax Levy amounts, Property Tax Extension Limitation Law (PTELL). Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #16-14 Allocation of Tax Levy Amounts, directing the County Clerk to make any reduction in the District's 2016 Tax Levy request by decreasing the amount in excess of the legal Levy amount in the District's Recreation Fund. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Ordinance #16-10; Tax Levy Abatement. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Ordinance #16-10, an ordinance abating the tax hereto levied for the year 2016 to pay the principal of and interest General Obligation Park Bonds (Alternate Revenue Source), Series 2011A, of the Palatine Park District, Cook County, Illinois, and General Obligation Park Bonds (Alternate Revenue Source) Series 2015 C of the Palatine Park District, Cook County, Illinois. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval; Palatine Hills Golf Course New Sign at Entrance on Northwest Highway. Commissioner Sawyer moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the quote to manufacture and install a new roadway entry signage for the Palatine Hills Golf Course with Signarama for an amount not to exceed \$6,000. After a brief discussion of other neutral options for the entry signage board and with consensus of the Park Board, the motion was tabled for a future decision.

The motion was tabled.

President Ruff 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 (EDR). Regarding the Celtic Soccer situation with the association's coach renewal contracts, Director Clark updated the Board with new information, after explaining the situation and PPD stance, Clark said that staff will continue to monitor as the association works through this situation. Regarding a different soccer question, Commissioner Gould asked about kids going to another soccer league, Director Clark and Supt. Williams said that the after school program of D15, which the District is supporting since the program was package for those in need, has become very popular; staff is working with the program coordinator and league to go over the program and the position it has put the District in. Clark reminded the Park Board of upcoming events including the NWSRA luncheon, annual full time staff party and IAPD/IPRA State Conference. In regard to state conference registration, Clark mentioned the early bird savings deadline. Regarding Commissioner Sawyer's inquiry about Falcon Park skylights, Clark had directed staff to do the best with preparing and collecting project documents but not to spend an enormous amount of time since the odds to help the situation is minimal. President Ruff suggested that the District can file a claim with the project general contractor's insurance company.

Commissioners' Comments

Commissioner Sawyer complimented the sod at PHGC, looks great.

Commissioner Rogers said happy Thanksgiving and that she will see everyone at Turkey Trot.

President Ruff said that Commissioner Cozza joined him at the annual part time staff party which was very nice; the trivia game was fun.

Regarding future agenda items, President Ruff said that no items were mentioned.

Motion passed at 8:10 p.m.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Rogers moved that the Board of Park Commissioners go into closed session for discussion of Section 2(c)(2) Open Meetings Act (salary schedules for one or more classes of employees)

Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: John Cozza

Motion carried.

Return to Open Session

Commissioner Gould 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

NAY: None

ABSENT: John Cozza

Motion carried.

Action on Matters Considered in Closed Session

Regarding, Section 2(c)(2) Open Meetings Act for salary schedules for one or more classes of employees, Commissioner Rogers motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve the 2017 Merit Pool for salary increases of full-time staff in the amount of 3% and directs staff to allocate this level of funding in the 2017 annual operating budget request. Human Resource Manager Riskin provided thorough information from various resources and assembled an analysis of survey results including data from other park districts and HR/Compensation Consulting companies. The motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion passed.

Adjournment

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

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

NAY: None

ABSENT: John Cozza

Motion passed at 8:35 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

December 13, 2016-5pm Clayson House; 6pm
Workshop; 7pm Regular Park Board Meeting
January 10, 2017
January 24, 2017