



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, June 26, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President

John Cozza, Vice President

Terry Ruff, Treasurer

Jennifer Rogers

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director

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

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Pete Cahill, Asst. Supt. of District Services & Projects

Joan Scovic, Communications and Marketing Manager

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Dan Berg, Sikich

Andrew Paine, Park District Counsel

Donald Stopka, Palatine Jaycees

Approval of Agenda

Commissioner Ruff moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 26, 2018 was approved.

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

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 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 June 12, 2018; Annual Treasurer's Report; and, Warrant 12 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments were presented.

New Business

The Board reviewed a previously distributed board summary for the Acceptance of the Annual Audit and Management Letter. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the Audit Report for the fiscal year ending December 31, 2017; and the Management Letter. Supt. Becker acknowledged that principal auditor Mr. Dan Berg of Sikich is in attendance to answer questions regarding the 2017 Palatine Park District Audit. Mr. Berg and his audit team started the initial work back in early January of this year for preliminary findings, review of policies/procedures and the routine interviews with various staff; and, returned mid-April for 2 weeks to test cash accounts and invoices; and, perform substantive procedures for the results of final work product of the District's comprehensive audit. Becker thanked the audit team for assisting with the timely audit and to the entire Finance staff for their support and efforts during the audit development. Becker added that we are near completion of items indicated in the Management Letter and anticipates that the District will have an overall cleaner auditing process next year. Mr. Berg agreed that progress is being made and that it was hard on staff with the new software systems, which appears to be coming along, still a work in progress; although, staff is closing-in on the loops. Discussion of the few comments noted within the Management Letter and the success of implementation of previous years' comments were highlighted. Regarding Park Board communication of the required information to disclose, you will find that there were no issues noted. Commissioner Rogers asked about the auditor's comments to the Board with deficiency within the budget, and inquired if revenue funds were in their correct fund ('budget') account; Supt. Becker said that in the end numbers were reconciled, there has been a lot of recreation data to clean up due to the old system not being able capture and transfer data automatically into the new registration and financial software systems. Continuing, Supt. Becker said that 2016 was not good; 2017 was better; and now we are getting as close as we can in 2018. Commissioner Ruff inquired about the appropriate amount of adjusted journal entries that the Park District would like to see noted; Mr. Berg said that it can vary and there is consideration with larger organizations; moving forward perhaps shooting for 5 or less journal entries; the preliminary work prior to April's audit visit can circumvent such adjusted journal entries. Mr. Berg also mentioned that some comments cannot be avoided such as the upcoming IMRF adjustment that is required from the result of gaining actuary information; and, there will be another new mandated government accounting standard for statement change, most likely both items will be noted as comments in the next Management Letter. Mr. Berg reminded the Park Board to feel free to reach out to him and thanked the Park Board for their time. The Park Board thanked Mr. Berg for the audit presentation. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Request; Jaycees Fall Back Brew Fest 2018. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize approval for the Jaycees use of Family Aquatic Center Parking lot on Saturday, November 3rd with the hours on the attached letter. Staff shall be directed to coordinate assistance for the fest as listed in the request. Supt. E. Tynczuk said that this is the second year for this fund-raising event with the Palatine Jaycees; and he has reviewed the details of the festival with the event coordinators. Tynczuk added that staff time and resources for the event will be minimal. Mr. Stopka, Jaycees event coordinator, reviewed their request of resources needed from the Park District; highlighted the successful event last year; and, commented that the Jaycees are looking forward to this year's event on November 3, 2018. Commissioner Ruff asked about the parking at last year's event; Tynczuk said that there were no problems

and expects no parking concerns for this year's fall event. Tynczuk confirmed that he can talk with personnel from St. Paul's Church for additional parking, if available. The motion was approved by a voice call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary intended for the Review and Approval of Administrative Manual Policy Sections 2.11.12-2.11.28. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Section 2.11.12 through 2.11.28 of the Administrative Policy and Procedure Manual as presented. There was consensus of the Park Board to table this item since there was a problem reviewing the policies in advance of tonight's meeting. The motion to table agenda item 5C was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion tabled.

Regarding the Palatine Trail Bridge Replacement Project, the Park Board previously reviewed the material in preparation for discussion. Tonight, there will not be formal action taken; staff is seeking input on the options available for the replacement of the two bridges along the Palatine Trail west of Hicks Road for budgetary planning in 2019. Since this project is one of the biggest items and staff wanted to show the Park Board what we are considering; staff has been working with Christopher Burke Engineering to perform preliminary engineering on replacing the two bridges west of Hicks Road. The ideal project would entail straightening the approaches to both bridges and installing longer bridge structures; this solution is also the most expensive. Supt. Tynczuk said that one of the hurdles with this solution involves receiving permission from the office complex to the south of the first bridge in order to stage equipment and position a crane to lift the bridge onto the foundations. The estimated cost of the restoration of the parking lot has been calculated into that option; Commissioner Ruff suggested replacing that area with grass instead of repaving since it is in such bad shape, staff will inquire. Discussion ensued regarding options and equipment needed for both replacement needs, required permits, etc. The Board of Park Commissioner gave consensus to plan for both. Tynczuk said that staff will move forward on the preliminary steps.

The Board reviewed a previously distributed board summary for the Award of Bid regarding Birchwood Lap Pool and Diving Well painting project. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the lowest responsible bidder, Absolute Home Improvements, Inc., of Highland Park, Illinois in an amount not to exceed \$27,000 for the Birchwood Lap Pool and Diving Well painting project. Commissioner Gould said that this proposal seems like a good price; Supt. E. Tynczuk said that there is less prep work required for the Birchwood pool painting project. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk said that staff included the BIBA report which is a small sampling of who is using the playground equipment and times of such activities and usages of the playground equipment at the Family Aquatic Center; staff installed the BIBA mobile play system last fall, this was a trial program. The data was compiled over the past year, staff thought it would be interesting to perform this study at all parks. Regarding the 4th of July float, Tynczuk said that the trailer is looking very nice; also, staff will have a golf cart for President Gould in the parade. Prior to the parade, Supt. E. Tynczuk said that he is available to meet at Community Center for dropping off any interested Commissioners to the parade start location. Referring to the 2 illustrations of the conceptual design to expand the maintenance and storage garage at Hamilton, staff is looking for feedback on this item which was identified in the Strategic Master Plan and the Space Needs Assessment. Discussion began, Asst. Supt. Holder mentioned that Option A limits what staff can store in the building; some vehicles will not fit. Option B is very versatile with the flat roof allowing staff to store the backhoe and other larger equipment inside the building. Regarding Commissioner Rogers' inquiry, staff will check on cost and options for the less expensive pre-cast panels. Staff plans to complete the look of the building with color and landscaping. Discussion ensued. In response to questions, Holder said that some areas of the building will have forced air/heat, keeping specific zones operational year round; and, the emergency doors are part of the design. President Gould asked if staff considered installing solar panels; and, Commissioner Cozza asked staff about the determination for location of the building. Asst. Supt. Holder said that Hamilton is the centralized location of all Park District's facilities; Tynczuk added that it was noted in the space needs study too. Also, some of the golf course equipment can be stored there as well, which is a convenient place. Palatine Youth Baseball/Softball (PYB/S) and Palatine Baseball Association (PBA) affiliate groups will have space in the building; lacrosse also, since they need a place for storing goals. After discussion and inquiries, there was Park Board consensus of Option B and to explore pre-cast panels.

The Park Board reviewed the previously distributed Facilities Department Report. Regarding the 50th Anniversary event at the Palatine Hills Golf Course, Supt. Nagle commented on the soggy weather conditions for the event, which did not stop folks from having a nice time. Staff continues to hear what a wonderful venue the Palatine Hills Golf Course and Clubhouse makes for hosting; a great place for the variety of event and for family uses. Regarding the hiring interview process, staff has been busy with employing positions for Falcon Park's Assistant Facility Manager and Stables' Assistant Trainer/Barn Manager. Continuing with the report, Nagle said that phase 2 of the Stables arena project is almost finished; staff is already hearing compliments. President Gould asked about the location for the canopy, Nagle said that it will be placed in the northwest corner of arena #2. Regarding Facilities' staff, Nagle wanted to give compliments to the team as they are always watching for ways that the District can save money such as looking into group purchasing options for custodial needs with significant cost savings. Lastly, Nagle highlighted the back of the report which showcases the remembrance walk.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Becker said that the recent dollar amount for the IMRF buyout will potentially save the Park District 1.6M over time; on July 24, Bob Louis of PMA, will come before Park Board and review the bond for the IMRF buyout. Regarding another upcoming item for the Board, staff will present an authorization form regarding Principle Financial; the company is selling their stocks and approximately \$11,000 will be awarded to the Park District. Regarding the updating of signature cards and the procedure of receiving funds, Asst. Supt. Becke will contact the insurance institution for direction. Supt. Becker distributed an illustration of the registration new gift certificates for purchases. Becker said the Finance Department has several staff member with great news; Asst. Customer Service Manager Bialek and his wife had twins; everyone is doing well. Payables

Specialist Drahos's daughter was married over the weekend; and, Customer Service Manager Rice has been admitted into IPRA's Professional Development School. Regarding the additional reports previously issued: Monthly Financial Report and the Trimester Benchmark Report, both documents had synopses attached. In response to Supt. Becker, no questions were presented.

President Gould 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. Regarding the Palatine Hills Golf 50th event at Palatine Hills Golf Course, Director Clark thanked Supt. Nagle and the entire golf staff; and, Clark gave thanks to the Commissioners who were able to attend the event. Director Clark mentioned that most of his report items were previously addressed during the meeting.

Commissioners' Comments

Commissioner Sawyer said the Palatine Hills Golf Course 50th Anniversary Celebration was very nice.

President Gould added the same thoughts regarding the 50th Anniversary event at Palatine Hills Golf Course.

Regarding future agenda matters, President Gould noted that no items were proposed.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act (discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, including hearing testimony on a complaint lodged against an employee to determine its validity); and Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes; Commissioner Rogers seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:30 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 10:00 p.m.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioner met in closed session to discuss two items. Regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of personnel, President Gould said that there is no action at this time. Regarding the second item of Executive Session, 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Cozza motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #18-05; Determining the Confidentiality of Closed Sessions Minutes. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion passed.

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

NAY: None

ABSENT: None

Motion passed at 10:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

- July 10, 2018
- July 24, 2018
- August 14, 2018
- August 28, 2018
- September 11, 2018
- October 9, 2018
- October 23, 2018
- November 13, 2018
- November 27, 2018
- December 11, 2018