



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, July 24, 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  
Jennifer Rogers

Commissioners Absent

Terry Ruff, Treasurer  
Nicholas Sawyer

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  
Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities  
Pete Cahill, Asst. Supt. of District Services & Projects  
Brad Helms, Supt. of Golf Course  
Joan Scovic, Communications and Marketing Manager  
Barb Dunne, Gymnastics Coordinator  
Ashley Schiavone, Cultural Arts Coordinator  
Crystalyn Boyer, Palatine Children’s Chorus  
Katherine Siegle, Palatine Dance Company  
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Lewis, PMA

Jason Pinkerton, PMA

Approval of Agenda

With the agreement of the Park Board, Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of July 24, 2018 was approved with the removal of the executive session item.

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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 July 10, 2018; Closed Session Meeting Minutes of June 26, 2018; Closed Session Meeting Minutes of July 10, 2018; Revision of Administrative Policy Section 2.11.12; and, Warrant 14 - including Expenses for Travel Expenses. In response to Commissioner Cozza’s warrant item question, Communications and Marketing Manager Scovic said that various amounts were for printing assignments through the bill-back system for advertising, the “charge-back” amounts to Action Advertising Company totaled \$31,000. The result of the roll call vote follows:

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments were presented.

Presentation

Regarding the discussion of the UAAL (Unfunded Accrued Actuarial Liability) IMRF Buyout, the Park Board welcomed Mr. Robert Lewis and Mr. Jason Pinkerton of PMA Financial to the meeting. Supt. Becker wanted to share that Mr. Lewis and PMA staff were also instrumental with financial processes of both Harper Building M and IMRF. Regarding the UAAL presentation, Supt. Becker previously distributed various materials regarding IMRF (District's net pension Liability) UAAL analysis and the District's Capital Project Financing. Mr. Lewis thanked the Park Board for the opportunity to present the findings and welcomed questions. Regarding IMRF, the pension fund performs very well and IMRF does a good job managing; Mr. Lewis explained the process for each entity's contribution to the fund; and, details of the 2017 portfolio. Due to the employer portion shortage, Mr. Lewis reviewed various pay down examples and then discussion followed. If bond monies were considered as mentioned, Commissioner Cozza inquired on what items the District would be spending bond dollars on versus the District making the IMRF payment and keeping an eye on market opportunities on our own. Commissioner Rogers asked if the District would have to do this again in another 5 years, Mr. Lewis said it depends on IMRF investments; it could develop due to funding percentages from the stock market. President Gould responded to Supt. Becker's inquiry, and said that the Park Board needs to have further conversation before considering. The Park Board thanked Mr. Lewis for his report.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk reported on several projects including the completion of 2 replacement playgrounds at Dove Park and Hawthorne Park; the ADA path project has broken ground at the Veterans Memorial at Community Park; and, staff installed 2 benches which were donated by Palatine Rotary Club. There is an upcoming meeting with the engineer regarding the lighting system replacements at Community Park, we are switching to LED lighting and installing new poles; and, staff has been working on the Ost track repair plans due to the water main breaking the night of the fireworks display.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted staff announcement of 2 new facilities' members: Jonathon Seidenzahl, Falcon Park Assistant Manager and Meghan Shahinian, Assistant Stables Manager. Staff will be introduced at a future meeting. Continuing with the report, Nagle mentioned the sizable increase with Falcon Park rentals including volleyball rentals; many ICompete participants and families are using the community garden; and, the community garden has new and useful amenities including the compost bins.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Becker highlighted that many staff went live with using their purchase cards, totaling \$17,000 in the first week; regarding the new purchase cards' processes and staff questions, Becker complimented Accounting Assistant Receivables Zeman for filling in while Payables Specialist Dahros was on vacation. Staff can use the master card company website to submit their detailed receipts with selecting from the drop down menu their allocation numbers to match expenses; the purchase card program is a cash rebate system which can produce substantial funds for the Park District. Director Clark added that at another Park District, they use the purchase card to buy playgrounds; also, the vendors may provide additional savings towards the purchase knowing they will have quick payment in return. Regarding the follow-up of Resolution #19-06

regarding authorized Signer for Principal Financial Group, Inc. and the selling of stocks; as of today, Asst. Supt. Becke calculated an estimate amount of \$13,271 from District's stocks to be sold. Regarding the monthly financials statements in the new format, Supt. Becker replied to Commissioner Cozza's question and said that the financial statements will continue to be distributed monthly.

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. C. Tynczuk said that staff has been busy with hiring new staff and onboarding for the employees. Other items mentioned include the Living Tributes' projects; the safety manual training schedule is under development and soon to be distributed; and staffs' Certificate of Insurance (COI) training.

The Park Board reviewed the previously distributed Written Gymnastics Annual Report. Asst. Supt. Danz welcomed Gymnastics Coordinator Dunne to the meeting. Dunne gave the Park Board a brief history regarding her long-time status as an employee of the Park District. Regarding the annual report, Dunne reviewed the gymnastics program's yearly highlights; activities of team levels and recreation programs including boys' gymnastics opportunities; gymnastics meets and annual end of year performance for recreation gymnastics; history of the parent club; enrollment status; and vision for the gymnastics program and future new facility prospect. Dunne provided a comprehensive report of the 2017/2018 gymnastics season.

The Board reviewed the previously distributed Written Palatine Children's Chorus Annual Report. Supt. Williams introduced Cultural Arts Coordinator Schiavone to the meeting to review the program and present the annual report. Schiavone started the presentation with commenting on the program's history and last year's 30<sup>th</sup> season with many anniversary celebrations. Schiavone provided a very detailed report with recapping highlights; program events; program enrollment numbers; and, summer camp. Schiavone said that the chorus group's postcard greetings from Disney are in the mail; the destination to Florida for this year's chorus educational trip was great opportunity for some of the Chorus group participants. Schiavone also introduced Ms. Crystalyn Boyer, the Assistant Artistic Director of the Children's Chorus, to share in presenting the variety of programs and activities of the Children Chorus program.

The Board reviewed the previously distributed Written Dance Company Annual Report. Again, Supt. Williams presented Cultural Arts Coordinator Schiavone to the meeting to review the report. Schiavone also introduced Ms. Katherine Siegle to share in presenting the activities and undertakings of the dance program. Siegle is the Assistant Dance Manager and one of the dance program instructors. Schiavone provided an in-depth yearly report with many highlights including the variety of programs for all ages with wonderful instructors; a few program challenges; and many program events from the 2017/2018 dance program season.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the various Departmental and Annual Reports.

#### New Business

The Board reviewed a previously distributed board summary for the Award of Bid for Palatine Hills Golf Course Phase 3 Irrigation Project. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder Halloran & Yauch, Inc., from Lake Forest, Illinois and enter into a contract in the amount not to exceed \$104,975 for Phase 3 Irrigation Renovation. The motion was approved by a roll call vote as follows:

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval for Change Order #1 regarding Palatine Hills Golf Course Phase 3 Irrigation Project. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Change Order #1 to reduce the contract awarded amount by \$5,500 for a payment amount not to exceed \$99,475 to fall within the budgeted amount of \$100,000. The motion was approved by a voice call vote as follows:

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding tonight's staff presentations, Director Clark said that it is wonderful staff highlights what we do, which brought Clark to mentioning the ongoing parent group project; staff has reviewed the process of the new program of where we are headed. Concerning the T-shirt bid's breach of performance, the company's equipment had substantial damage; although, they have caught up on fulfilling orders as of now. Regarding potential property for the District, Clark received the email from the potential seller's lawyer; Clark forwarded information within his recent board alert memo including their listing price. Director Clark thanked Commissioner Cozza for his time at the in-house meeting, which was very productive with many things accomplished. Director Clark said that his family vacation and out of the office time will start on Friday, July 27 and back in the office on Tuesday, August 7.

#### Commissioners' Comments

Commissioner Cozza commented on a great PALs meeting and highlighted that the redevelopment process is evolving. Commissioner Cozza added that the volunteer positions are important for the Park District and affiliate organizations.

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

#### Adjournment

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

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried at 9:06 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Trish Feid  
Secretary

Next scheduled Park Board meetings:

Approved:

Susan Gould  
President

August 14, 2018  
August 28, 2018  
September 11, 2018  
October 9, 2018  
October 23, 2018  
November 13, 2018  
November 27, 2018  
December 11, 2018